

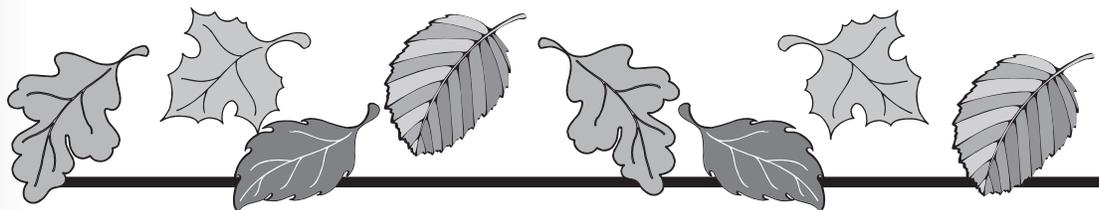
OCTOBER

Is Archives Month! Start Planning Your Events Now!!

Montana SHRAB encourages all institutions with historic records to celebrate Archives during the month of October. Here are some ideas of events or projects you can pursue to celebrate archives and archivists:

- **Participate in “Ask an Archivist” day, October 30, 2015.** Just promote or send in tweets to “AskAnArchivist Day” to get answers to burning questions about access to, preservation of or importance of records! See SAA website (<http://www2.archivists.org/initiatives/american-archives-month>).
- **Post the Archives Month Poster proudly in your institution and around town!** The 2015 Archives Month Poster theme is “150 Years of Preserving Montana History” and features images and collections from the Montana Historical Society in celebration of its sesquicentennial! Be looking for the mailing in September.
- **Go Social!** Use your favorite social media tool to post a scanned historic document on your webpage without context. Invite followers to identify it and/or guess at its significance. Then post what you know about the item.
- **Tried But True...** host an open house to highlight your gems, give tours, write an article or blog for local newspaper, invite school classes in, or develop exhibits using archival collections.
- **Be a Copy Cat....** see what other institutions are doing and shamelessly borrow their ideas! (<http://www2.archivists.org/initiatives/american-archives-month>)

Please let us know what you are planning or what you did for Archives Month (jofoley@mt.gov).
Pictures are always appreciated!





2015 STUDENT ARCHIVIST PROJECT CONTINUES!

In January and February of 2015, the Montana SHRAB sent out the announcement and application forms for the Student Archivist Program which matches a graduate level archival student with a host agency for 10 weeks during the summer.

Announcements and applications to participate in the NHPRC funded project were sent via special mailing to 245 institutions across the state; and various Archives and Information Sciences Master's Programs intern including the Western Washington University Archives and Records Management Program, the Library and Information Sciences Program at the University of Wisconsin at Milwaukee, the University of Washington Information School, and the University of Arizona Information School.

After reviewing all the excellent applications, the SHRAB chose two students and three institutions; one student participant, Mary Wise, University of Wisconsin at Milwaukee, was chosen to serve at the Ravalli County Historical Society. A second student, Miranda Webster, Western Washington University, was chosen to work at St. Mary's Mission Museum in Stevensville, and the Beaverhead County Historical Museum in Dillon.

Ms. Wise started her work experience on June 15th. State Archivist Jodie Foley joined her in Hamilton to get the project started. Following consultation with the host institution, Jodie and Mary set the following goals:

- Set inventorying, processing, scanning and cataloging procedures for an extensive photograph collection (Ernst Peterson Collection), much of which has been inaccessible to the public due to its poor condition and lack of cataloging.
- Establishing cataloging and organizational workflow to ensure work will continue after her internship.
- Plan and present a workshop for the care and handing of photographs to museum staff and general public.
- Assist with a small exhibit focusing on archival materials
- In addition over the course of her assignment, Mary will complete weekly reports, be mentored each week by a different SHRAB board member, and complete a final report.

Miranda Webster also started the week of June 15th at St. Mary's Mission in Stevensville. In consultation with Ms. Foley and the leadership of the institution, Miranda was set to work on the following:

- Setting up processing procedures for the photograph collection
- Inventorying and organization the photograph collection
- Inventorying and organization of the clippings and oversized collections
- Standardizing processes for cataloging collections in PastPerfect

Does this program sound like it might be helpful for you? Then please apply for this great opportunity! The application form is included in this newsletter. For more information contact Jodie Foley at jofoley@mt.gov or 406 444-7482.

LEFT: MIRANDA WEBSTER, STUDENT ARCHIVIST FOR ST. MARY'S MISSION, PARTICIPATED IN WESTERN HERITAGE DAYS IN STEVENSVILLE IN JUNE.



SHRAB member Sam Meister,

Digital Archivist and Assistant Professor in the Maureen and Mike Mansfield Library at the University of Montana, has left Montana for the Midwest. The members of the SHRAB thank you Sam for all your great work on the Board, especially in promoting and providing excellent training in preserving and providing access to digital collections.

We wish you all the best!

THANKS SAM!!

Montana History Conference in Bozeman Includes Processing Workshop!

**The 2015 Montana History Conference
will be held in Bozeman, September 24-26.**

Part of the pre-conference offerings is a SHRAB workshop
entitled: **Backlog? What Backlog?**

The workshop will focus on providing attendees with skills and tools to attach their processing backlog efficiently and effectively. It's been estimated that only approximately 45 percent of archival collections in the United States have inventories accessible online. This is primarily due to huge processing and cataloging backlogs in most archival repositories.

In response, archivists have streamlined procedures that allow safe access to collections more rapidly. Workshop attendees will learn how to implement these techniques through reappraisal; developing processing plans, policies, and benchmarks; and integrating processing into accessioning procedures. The workshop will also focus on setting up a "Processing Blitz." Building on a concept used by librarians to deal with cataloging backlogs, the "Processing Blitz" provides a framework for small institutions to host regional archivists, volunteers, and allied professionals to process collections in a weeklong intensive session. Workshop participants are encouraged to bring a small collection—less than one linear foot—to work on during the hands-on portion of the workshop.

Register for the workshop today....and be sure to attend the rest of the conference, we have some great sessions in store.

For more information see
<http://svcalt.mt.gov/Education/historyconf15registration.asp>

FEATURED COLLECTION

The Montana SHRAB would like to hear about your favorite collections! Write us and tell us a bit about the collection, how you processed it or how it was used and we will put in the next newsletter!

Here is an entry from Montana State University Archivist Heather Hultman:



Processed in February 2009, Collection 0777 – the **Henry N.M. Rayner Papers** (1852-1896) consists of letters, diaries, papers, and memorabilia created or collected by Henry N.M. Rayner of Viroqua, Wisconsin.

Rayner was enlisted in the First Wisconsin Heavy Artillery regiment, Company L. After his enlistment, Henry engaged in traveling dry goods sales work along the Missouri River to Montana prior to settling his farm in Wisconsin.

The collection is divided into five series: Letters pertaining to Rayner's journey to the California gold fields and his service with the Union Army during the Civil War; documents that were tucked into the diaries and include Henry's military discharge; diaries by Henry Rayner, his son Lee, and his daughter-in-law Mary and discussing weather, financial memoranda, farm activity summaries, and Henry's time served in the Union Army; memorabilia including a soldier's reunion medal, an autograph album, a bible, and a science reference book; and finally photocopies and transcriptions of Rayner's letters and Civil War diary.

The collection provides rare insight into future Montanan's experiences during the Civil War.



Heather C. Hultman, CA,
Montana State University
Renee Library Special Collections

TRAINING OPPORTUNITIES

Protecting Cultural Collections: Disaster Prevention, Preparedness, Response and Recovery

Outcomes: The “*Protecting Cultural Collections*” training is presented in a sequence of two archived webinars plus one in-person workshop to produce the following outcomes:

- Complete a disaster response & collection salvage plan
- Learn how to train staff to implement your plan effectively
- Set pre- and post-disaster action priorities for your collections
- Understand practical decision-making skills needed during an emergency
- Experience salvage procedures for books, documents, photos & objects

The webinar sessions and the in-person workshop are scheduled to enable participants to prepare short assignments between sessions, resulting in a completed disaster plan. Participating institutions will be invited to join an informal network of WESTPAS trained personnel to provide mutual aid in the event of emergencies involving collections in your region.

Who should attend: Administrators and staff responsible for emergency preparedness, response and decision-making, in all types of cultural institutions. By registering for the workshop, the institution commits to supporting the attendee(s) to achieve the workshop’s disaster preparedness goals. When possible, please commit two attendees so they can work together on the disaster preparedness activities.

Cost: No charge to the institution. Funding provided by the National Endowment for the Humanities.

Schedule:

Part 1 ON-LINE WEBINARS – Prevention & Preparedness (2.5 hours of archived webinars).

Part 2 IN-PERSON WORKSHOP – Response & Recovery (one day hands-on training):

Billings, MT

Tuesday, Oct. 27, 2015

9:00 a.m.- 4:00 p.m.

Montana State University Billings Library

Helena, MT

Wednesday Oct 28, 2015

9:00 a.m.- 4:00 p.m.

Lewis & Clark Library

Missoula, MT

Friday Oct 30, 2015

9:00 a.m.- 4:00 p.m.

University of Montana Library

Participation in the in-person workshop requires viewing the archived On-Line Webinars **BEFORE** attending the Part 2 in-person workshop **AND** completing the workshop assignments. Any exception requires the permission of the instructor.

Sponsored by Western States & Territories Preservation Assistance Service (WESTPAS). Montana partners include: Lewis & Clark Library, Helena; Montana Municipal Institute for Clerks, Treasurers, & Finance Officers; Montana State University Billings Library; and University of Montana Library.

Instructor: Randy Silverman, University of Utah Preservation Librarian, WESTPAS.

Cost: No charge to the institution. Funding provided by the National Endowment for the Humanities.

Registration: Pre-registration required. Register online for an IN-PERSON session at: <http://tinyurl.com/ot4kve2> Advance Calendar to September; choose date and site (Flagstaff, Tempe, Tucson) and register. For registration assistance contact: Alexandra Gingerich gingerich@plsinfo.org For general & content information contact Randy Silverman randy.silverman@utah.edu 801-585-6782

2 Registration Open for the 2015 AASLH Annual Meeting, Online Options

Held every year in conjunction with the Annual Meeting, September 17-18, the AASLH Online Conference provides an opportunity for you, your colleagues, and volunteers to attend the annual meeting virtually.

Each session is broadcast live from the Annual Meeting. All presentations have been reworked for a live audience. See slides, ask questions, and interact online with presenters and the virtual audience.

You can watch the sessions you want live and listen to recordings of others later. Recordings of all sessions will be provided after the live event to all registrants.

Take home real ideas and solutions to help you Do Good History! Learn more.

Sessions to include:

- Commerce + Interpretation: the Possibilities, Pitfalls, and Principles of Shared Use at Historic Sites
- Developing 10 Ways to Use History to Make a Difference in People’s Lives
- Don’t be a Run Away Bride: the Possibility of Building a Long Term Relationship with your Community
- The Rights Stuff: Copyrights, Access, and Digital Cultural Heritage Materials
- Small Fish, Big Pond: How to Effectively Advocate in Your Community
- We Can Do It! Uncovering Women’s History Together
- To register see https://www.aaslhnet.org/aaslhssa/evtssareg.custinfo?p_event_id=1280

3 Northeast Document Conservation Center Webinars

One or two-hour webinars on the following topics:

- **Audiovisual Collections:** Caring for AV Collections, Processing AV Collections, Funding Your AV Projects, Planning for AV Reformatting
- **Paper and Photograph Collections:** Caring for Scrapbooks, Caring for Rare Books, Caring for 19th Century Photographs, Exhibiting Your Collections, Caring for Municipal Records
- **Digital Collections:** Assessing Your Digital Preservation Readiness, Digitizing Personal Photographs, Metadata for Digital Preservation, Copyright for Digital Projects, Intro to Digital Forensics
- **Collections Environment and Emergency Preparedness:** Coping with Pests and Mold, Environmental Monitoring, Collection Security, Moving and Renovating: Collection Concerns, Preparing Your Disaster Plan

See website for fees and registration (<https://www.nedcc.org/preservation-training/training-currentlist>)

4 Society of American Archivists Has New On-line Options:

- Web 2.0 in Archives...or What You Need to Know in a Nutshell
- Preservation Formats in the Context of PDF
- Basics of Managing Electronic Records: Getting You Started!

For registration and payment information see the SAA website (<http://saa.peachnewmedia.com/store/provider/provider09.php>)

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5 AASLH Publications and Training

Books:

- **Archives for the Lay Person: A Guide to Managing Cultural Collections**
For volunteers or staff at small organizations, this book provides practical, step-by-step guidance for managing all facets of archival collections, from acquisition, arrangement, and description to storage and security.
- **Organizing Archival Records: A Practical Method of Arrangement and Description for Small Archives** equips non-professional archivists with the skills to tackle one of the most challenging tasks of archiving: arranging and describing archival materials.
- **Archive Basics: a Technical Leaflet Bundle**
AASLH's bundled resources of archival Technical Leaflets are a great way to enhance your reference library.

Online Course:

The Basics of Archives online course is designed to give organizations and individuals who are responsible for the care of historical records an introduction to the core aspects of managing and protecting historical records collections, using appropriate principles and best practices. The course takes 15-20 hours to complete and consists of five lessons:

- Archives and Archivists
- Acquiring Your Collections
- Processing Collections
- Housing Your Collections
- Access and Outreach

See online at <http://www.aaslh.org/>

Resources

- **Northwest Archivists--Tweet!:** Use Twitter to connect with colleagues in these weekly sessions (#NWACHAT)
- **Society of American Archivists (SAA) publications!** (See Archivists.org)
- **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.
- **Northwest Digital Archives Gets a Face Lift...And New Name:** July 1st the Northwest Digital Archives became Archives West. The new name reflects the consortia's efforts to expand membership to all western states. Montana members of Archives West include the University of Montana and the Montana Historical Society. See the new site and explore finding aids for collections from institutions across the West at <http://archiveswest.orbiscascade.org/index.shtml>

Help us Help You!!!

Please write us to let us know your training needs. Do you need help with preservation, accessioning, donor relations, electronic records or ????? Let us know so we can plan our workshops to meet your needs.

You can send an email or letter to:
Jodie Foley, Montana SHRAB Coordinator
225 North Roberts
Helena MT 59620
jfoley@mt.gov

Also... If you would like to receive this newsletter as a PDF via email please send your email address to: jfoley@mt.gov



Montana SHRAB Highlighted on NHPRC Website!

2015 marks the 40th anniversary of the formation of the SHRAB programs across the country. To celebrate NHPRC has gathered stories from the various state boards about the work they do and their major accomplishments. Montana's SHRAB was featured in a July 22nd post.



National Historical Publications and Records Commission
July 22 at 7:47am ·

In addition to serving as a central advisory body within Montana for historical records planning and coordination, the Montana state historical records (SHRAB) board has engaged in significant activities both on its own and in conjunction with other organizations. These activities include providing workshops, scholarships for professional development and training, and professional archival assistance to local archives and historical organizations. Every summer, the SHRAB sponsors a Traveling Student Archivist internship.

Following on the heels of a stakeholder survey, the Montana board established a Student Archivist Program to address the two top needs—onsite assistance and training, and increasing the number of professional archivists in the state. This project matches an advanced Archival student with an underserved heritage institution in need of assistance. The student is hosted by the institution for ten weeks and the SHRAB members serve as mentors to assist in the projects.

To date the Program has served 8 institutions including small local historical societies, county museums and Clerk and Recorder's office. Likewise eight students have received excellent "real world" experience and two have been hired by heritage institutions on other projects following their work for the SHRAB. For more on the Montana Board, go to <http://mhs.mt.gov/research/about/schrab>



Board Members

Jodie Foley, Helena
Ellen Crain, Butte
Anne L. Foster, Gardner
Heather Hultman, Bozeman
Jon Ille, Crow Agency
Kristi Scott, Great Falls

Upcoming Events, Conferences and Training Opportunities Fall and Winter 2015

- AASLH Annual Conference: Louisville, Kentucky, September 16-19, 2015 <http://about.aaslh.org/conference/#sthash.Hblyuumd.dpuf>
- Montana History Conference, Bozeman, Montana, September 24-26, 2015 <http://mhs.mt.gov/education/ConferencesWorkshops>
- MPMA / KMA JOINT Conference, Wichita, Kansas, September 27th - October 1st <http://www.mpma.net/2015/ProgramFinal.pdf>

Photo by Maren Kirkland/Bearrooth Mountains



the montana archivist

Big Sky. Big Land. Big History.

Montana Historical Society

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