

# The MONTANA Archivist

WINTER/SPRING 2008, VOL. 9 NO. 2

## "Protecting Library & Archive Collections" Workshops Held In Three Montana Communities

Librarians and archivists from across the state received disaster preparedness training during the summer of 2008. The training sessions, held at the University of Montana in Missoula, Montana State University, Billings, and the Montana Historical Society, Helena were provided by WESTPAS (Western States and Territories Preservation Assistance Service) and co-sponsored by the Montana Historical Society. The Western States and Territories Preservation Assistance Service (WESTPAS) is a collaborative project that seeks to provide preservation information, education, and training to 14 Western states and territories: Alaska, American Samoa, California,

Colorado, Guam, Hawai'i, Idaho, Montana, Nevada, Northern Marianas Islands, Oregon, Utah, Washington, and Wyoming. WESTPAS



Randy Silverman speaking to workshop in Helena;  
interleaving and blotting wet materials, August 22, 2008.  
Photographs by Molly Kruckenberg.



### *Upcoming Events and Conferences*

- |                            |  |
|----------------------------|--|
| <b>September 26, 2008</b>  | Helena, Montana, <b>Big Sky ARMA, RIM at the Counsel Table</b>         |
| <b>October 15-19, 2008</b> | Pittsburg, Penn., <b>Oral History Association Annual Convention</b>    |
| <b>October 16-18, 2008</b> | Glasgow, Montana, <b>Montana History Conference</b>                    |
| <b>October 24-25, 2008</b> | Missoula, Montana, <b>Montana Festival of the Book</b>                 |
| <b>March 2009</b>          | Billings, Montana, <b>Museum Association of Montana Annual Meeting</b> |

delivers preservation education and training on disaster preparedness, emergency response, and collection recovery to staff from libraries and archives in the region, and assists with creation of written disaster response plans for all participating institutions. This summer two sessions were held at each host institution—one in July and one in August. Workshop presenter, Randy Silverman, Preservation Librarian at the J. Willard Library, University of Utah, set the goals of the workshops to include:

- Completing a two-page disaster plan by the end of Part 2.
- Learning how to train staff to implement your plan effectively.
- Setting pre- and post-disaster action priorities for your collections.
- Learning how to use practical decision-making skills during an emergency.
- Experiencing salvage procedures for books, documents, and non-print media.

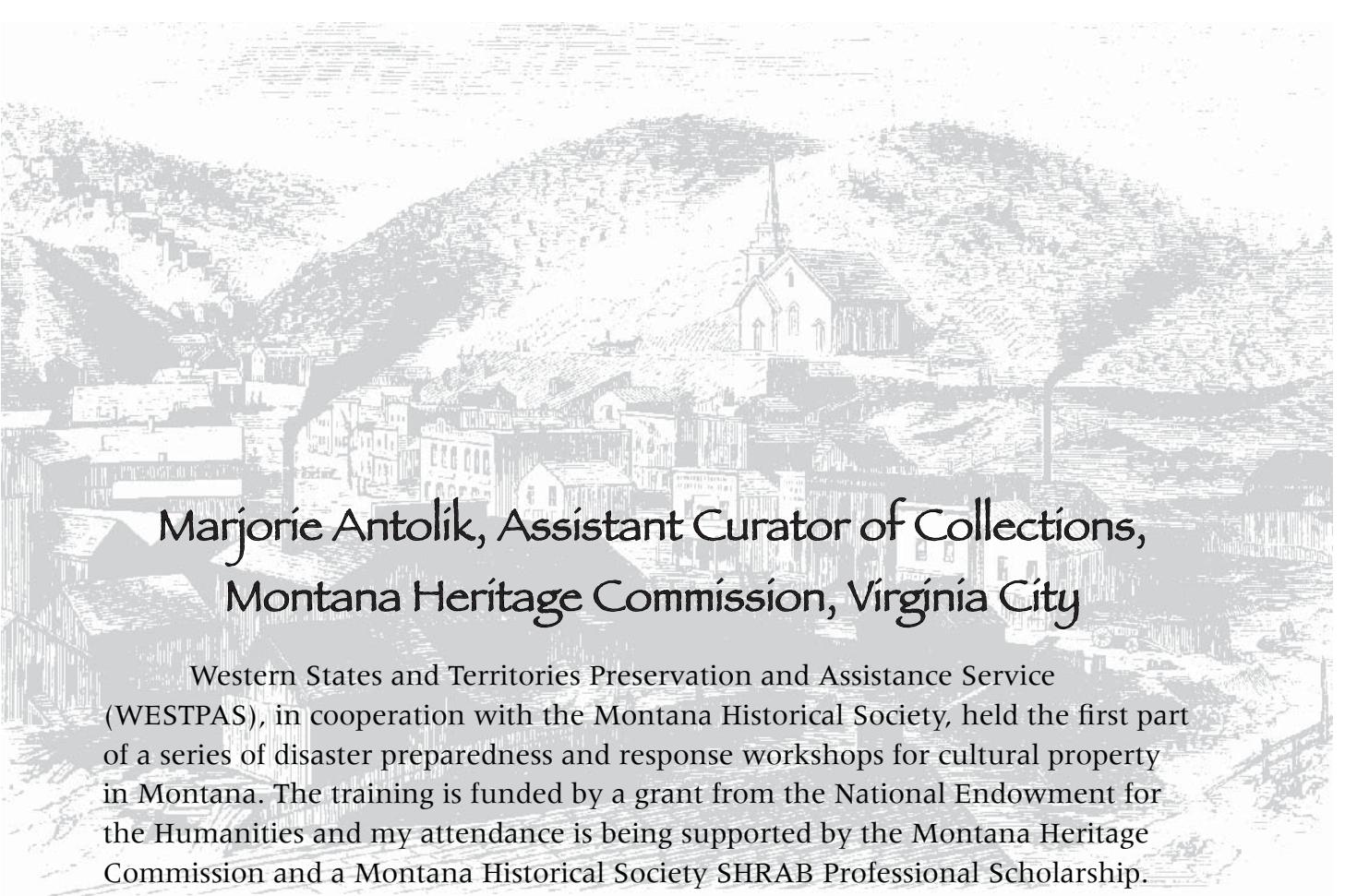
Participants walked away from this training with some great new skills and a completed PreP Plan (Pocket Emergency Response Plan). WESTPAS provided the training free of charge as a result of funding from the National Endowment for the Humanities. For more information about WESTPAS see their website at <http://www.westpas.org/overview.html>



## SHRAB Scholarship Recipients Share Experiences

**James Thull, Special Collections,  
Montana State University Renne Library**

I was very fortunate to receive a SHRAB scholarship in 2008 which allowed me to attend the Northwest Archivist Annual Conference in Anchorage, Alaska this past May. This was a great experience for me. It not only added tremendously to my knowledge of the profession but also provided me with a chance to meet archivists and special collections librarians from a wide variety of institutions and areas of the country. As someone new to the field this was a formative experience and helped strengthen my determination to continue working with archives and special collections. I enjoyed and learned something new in all the sessions I attended. I found the breakout session “Breaking the Ice: *Protocols for Native American Archival Materials and Archivists in the Northwest*” particularly useful as my institution houses several NAS collections and we are consistently acquiring new material in this area. I learned a great deal at this conference and thoroughly enjoyed attending. I would like to thank SHRAB for helping to provide me with this beneficial professional development experience.



## Marjorie Antolik, Assistant Curator of Collections, Montana Heritage Commission, Virginia City

Western States and Territories Preservation and Assistance Service (WESTPAS), in cooperation with the Montana Historical Society, held the first part of a series of disaster preparedness and response workshops for cultural property in Montana. The training is funded by a grant from the National Endowment for the Humanities and my attendance is being supported by the Montana Heritage Commission and a Montana Historical Society SHRAB Professional Scholarship.

I attended the day-long workshop, the first of two parts, at the University of Montana Mansfield Library in Missoula on Wednesday July 16, 2008. Along with librarians, archivists and museum professionals from around the state, we learned key steps in disaster preparedness and recovery of library and archive collections. We each were asked to prepare priority assessment of our collections to better understand what steps would be necessary to address an emergency in our own situation. Each participant put together a communications contact list for a quick reference of phone numbers for staff, utility companies, local emergency services and professional emergency recovery services. We learned that water damage is the primary focus in most cases and will work together with the trainer, Randy Silverman, from the University of Utah, on hands-on salvage techniques in the second part, scheduled for Wednesday August 20, 2008.

In colleges and universities, the library collection is always the highest valued "property" of the institution. Museum professionals working to preserve historical records are aware of the real and historic value of the books, documents, photos, and other paper-based records in our care. This workshop, "Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery", will better enable many of us to help preserve and protect these cultural resources in the event of a calamity.



## **U.S. Senate Increases Funding for NHPRC and NARA**

**From National Coalition for History  
website [www.historycoalition.org](http://www.historycoalition.org)**

**On July 10, 2008,** the Senate Appropriations Committee cleared the Financial Services and General Government (FSGG) fiscal year 2009 appropriations bill (S. 3260, S. Rept. 110-417) that includes funding for the National Archives and Records Administration (NARA) and the National Historical Publications and Records Commission (NHPRC). NARA received \$441.6 million, a significant \$41.6 million increase over the FY '08 enacted amount. The NHPRC would receive \$8.5 million for grants and \$2 million for administrative expenses.

**On June 25, 2008,** the House Appropriations Committee cleared its version of the Financial Services and General Government fiscal year 2009 bill (bill not yet introduced). NARA received \$423.8 million, a \$23.6 million increase over the FY '08 enacted amount. And the NHPRC not only staved off elimination, but also received its fully authorized amount of \$10 million (plus \$2 million for administrative costs) for the first time in five years.

Neither bill has been scheduled for floor consideration in the House or Senate. It is unlikely that Congress will pass individual appropriations before the current fiscal year expires on September 30, 2008. It is widely expected that the federal government will operate under one or more continuing resolutions until the new president is sworn in next January.

## **Report From The 2008 OCLC Western Digital Forum**

**"Making Digitization Count: Assessment  
and Evaluation Practices"**

**By Jodi Allison-Bunnell**

The fourth annual OCLC Western Digital Forum, held August 14-15, 2008, in Tacoma, allowed participants to consider how their organizations might shape effective programs, digital and otherwise, in response to thoughtful assessment of what the individuals and groups who use their collections or institution want and need. This type of work is often referred to as user studies, and encompasses a range of possible activities that allow cultural heritage institutions to find out how we can focus our services on our users rather than our materials.

The keynote speaker, Kate Haley Goldman of the Institute for Learning Innovation, gave attendees an overview of her work as an evaluator of virtual museum exhibits and related products. She suggested that good evaluation can help cultural heritage institutions not only design more effective physical and digital exhibits, but serve their users better and attract their attention and support.

Elizabeth Yakel of the University of Michigan and Helen Tibbo of the University of North Carolina, drew on their extensive knowledge of user studies to show how to conduct them effectively. In particular, their Mellon Foundation-funded Archival Metrics project gives archives of all types practical tools for assessing user needs at <http://archivalmetrics.org/>.

Several institutions and organizations gave compelling talks on how their institutions use user studies and feedback to develop and shape their programs. Gwen Perkins of the Washington State Historical Society's education department and Rosalie Lack of the California Digital Library described how user feedback has allowed their programs to develop services that truly meet their user's needs. Most of the time, the programs that result are considerably

different than what they thought users wanted or needed. Likewise, Laura Zeigen of Oregon Health & Science University and Tiah Edmunson-Morton showed how usability testing has shaped the websites of the OHSU library and the Northwest Digital Archives (NWDA), and Ann Lally of the University of Washington showed her research on blogs that demonstrates what very unusual uses people are making of digitized special collections content. In many cases, speakers described how they have conducted some studies without professional evaluators, on the fly, and as part of their daily work.

Jodi Allison-Bunnell of the Northwest Digital Archives and Gayle Palmer of OCLC Western talked about how user needs can shape program development, support effective fundraising, and support long-term program sustainability.

Some of the most compelling conversations happened during the table sessions, in which attendees discussed issues in small groups with one of the speakers. For instance, individuals from the Vashon Island (Wash.) library described how they have partnered with their local historical museum to find out what historical materials their community wants and how they want them presented. They are moving forward knowing who they serve and what they want, with new ideas for creatively using existing community knowledge to identify materials and build an effective website on which to present them.

For more information on the forum, including copies of all the speaker's presentations, see <http://www.oclc.org/western/digitalforum/default.htm>



## GRANT/SCHOLARSHIP OPPORTUNITIES



### Bank of America/IMLS American Heritage Preservation Program

The Institute of Museum and Library Services and the Bank of America Charitable Foundation are pleased to announce the 2009 guidelines for the American Heritage Preservation Program. This new public-private partnership will fund the preservation of endangered and fragile art works, rare books, scientific specimens, and historical documents (photographs, maps, deeds, etc.) held in small and medium-sized museums, archives, and libraries. To access application guidelines instructions, please visit [www.imls.gov/collections/grants/boa.htm](http://www.imls.gov/collections/grants/boa.htm).

*"It is through the preservation and care of our collective heritage that America's communities stay vital,"* said Anne-Imelda M. Radice, Director of IMLS. *"These grants are intended to assist institutions, as our nation's stewards of cultural collections, with activities that ensure the safekeeping and care of these precious artifacts and with sharing the impact of these activities with their communities."*

The grants of up to \$3,000 are aimed at completing stand-alone conservation projects that convey the essential character and experience of the United States. Examples of fundable projects are provided in the grant guidelines.

The partnership builds on IMLS's Connecting to Collections: A Call to Action, a multi-year, multi-pronged initiative to raise public awareness and inspire action on the care of America's collections. That initiative implements recommendations of an IMLS-supported study, A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections, which found that nearly 190 million objects in U.S. collections are in immediate danger of deterioration and need restoration or conservation.

For questions about museum projects, please contact Christine Henry, Senior Program Officer,

at 202-653-4674 to discuss your questions. For questions about library or archival projects, please contact Susan Malbin, Senior Program Officer, at 202-653-4768.

The deadline for application is September 15, 2008. IMLS and Bank of America will notify applicants of final decisions in January 2009, with projects to begin no earlier than February 1, 2009.

**About the Institute of Museum and Library Services:** The Institute of Museum and Library Services is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development. To learn more about the Institute, please visit [www.imls.gov](http://www.imls.gov).

## **SHRAB scholarships!**

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 [http://www.his.state.mt.us/research/library/Scholarship\\_application\\_607.doc](http://www.his.state.mt.us/research/library/Scholarship_application_607.doc) for application. Application also enclosed in this newsletter.

## **Bank of America** *Charitable Foundation*

Funded by Bank of America, the Bank of America Charitable Foundation gave more than \$200 million in 2007, making the bank the most generous financial institution in the world and the second largest donor of all U.S. corporations in cash contributions. Bank of America approaches giving through a national strategy called "neighborhood excellence" under which it works with local leaders to identify and meet the most pressing needs of individual communities. For more information about Bank of America Corporate Philanthropy, please visit [www.bankofamerica.com/foundation](http://www.bankofamerica.com/foundation).

## Training Opportunities

### 1. Western Archives Institute:

The 23rd annual Western Archives Institute (WAI) will be held at UC Berkeley in Berkeley, California, June 14 – June 26, 2009.

- those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education;
- those who have expanding responsibility for archival materials;
- those who are practicing archivists but have not received formal instruction;
- and those who demonstrate a commitment to an archival career.

The Institute also features site visits to historical records repositories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, outreach programs, and managing archival programs and institutions.

Admission to the program is by application only and enrollment is limited.

The application deadline for the 2009 Western Archives Institute is March 13, 2009. [www.sos.ca.gov/archives/level3\\_wai.html](http://www.sos.ca.gov/archives/level3_wai.html)

### 2. Tribal Archives Training:

The National Institutes for Tribal Archives, Libraries and Museums Group offer a variety of training sessions. See [www.tribalconference.org](http://www.tribalconference.org)

This year they are offering the following sessions:

- **October 21-23, 2008** – Training for American Indian Library Services
- **October 24, 2009** – Building and Managing Culturally Responsive

Library Collections and programs

- **October 18-22, 2009** – National Conference of Tribal Archives, Libraries and Museums

### 3. Northeast Document Conservation Center:

The Northeast Document Conservation Center has several training opportunities. See [www.nedcc.org](http://www.nedcc.org)

Upcoming workshops:

- a. **September 23 – October 2, 2008** – Fall 2008 Preservation Workshop Series. A series of one-day preservation workshops
- b. **October 14-15, 2008** – Stewardship of Digital Assets in Tacoma, WA
- c. **December 9-10, 2008** – Persistence of Memory: Sustaining Digital Collections in Chicago, IL

### 4. Conservation Center of Art and Historic Artifacts:

The Conservation Center for Art and Historic Artifacts (CCAHA) provides lectures, seminars, and workshops for both the professional audience and the general public. CCAHA educational programs are developed for curators, collections managers, archivists, librarians, or others who have primary responsibility for the care and handling of artifacts. CCAHA can develop specialized workshops tailored to the needs of professional staff, private collectors, and interested groups.

To receive further information please see [www.ccaha.org/education](http://www.ccaha.org/education)

### 5. AASLH (American Association for State and Local History)

<http://www.aaslh.org/workshop.htm>

Upcoming offerings include:

- Board Development (online)
- The Basics of Archives (online)
- Collection Management and Practices
- Digitizing Audio Collections
- Historic House Museum Issues

and Operations  
AASLH does offer scholarships

## 6. Society of American Archivists (SAA)

<http://www.archivists.org>

Three online and on-demand courses are now available from SAA:

*Thinking Digital ...Practical session to help you get started*

Discussion includes:

- Quality choices
- Cataloging/ metadata choices
- Management choices
- Storage Choices
- Delivery choices
- Digital Records

*Electronic Records: Preservation of PDF*

This seminar addresses:

- The use of PDF/A as a preservation format
- The limitations of PDF
- The ISO PDF/ A standards
- Processes for converting electronic documents to PDF
- Quality control procedures and general preservation management for PDF

*A Beginners Guide to Metadata*

Following a question and answer format, you will explore:

- The basic concepts of metadata including
- Definitions
- Identifying sources and types
- Aspects to consider regarding interoperability
- How to assess how much metadata is enough?

## 7. Northern States Conservation Center

<http://www.collectioncare.org/training/training.html>

Upcoming offerings include:

- Integrated Pest Management for Museums, Libraries and Archives
- Materials for Storage and Display

- Preservation Environments
- The Mission Statement: Is it really that important?

Several workshops are available and can be tailored to your needs for meetings and staff training sessions.

## 8. OCLC Western:

<http://www.oclc.org/western/training/default.htm>

OCLC is offering four new webinars:

- Preserving Digital Collections: First Steps for Action
- Dynamic Metadata and Data Curation
- Creating Digital Newspapers for the Web
- Licensing and Negotiations: Intellectual Property Issues for Digital Libraries

## 9. Amigos Library Services

<http://www.amigos.org/?q=node/57>

Upcoming offerings include:

- Digital Imaging for Text-based Collections
- Government Resources on the Web
- Copy Cataloging: A Guide for Beginners
- Google > More > Even More: Tools for Librarians
- Digital Imaging for Photographic Collections

## 10. FEMA COOP

(Continuing OperationsPlanning)

[ken.hudson@dhs.gov](mailto:ken.hudson@dhs.gov) or call (303) 235-4658 for upcoming training schedule

## 11. Info Camp 2008

Are you a librarian into user experience design? Got a website, content delivery service, or really cool idea you want to try out on a diverse professional audience? Want to share ideas and enthusiasm with librarians, information architects, usability engineers, user experience designers, and other information professionals? You can do just

that at InfoCamp Seattle 2008, an unconference for the user-centered information industry! It'll be in beautiful Seattle, in a renovated historic schoolhouse now called the Youngstown Cultural Arts Center. Save the date now: September 27-28, 2008. Contact <http://www.infocamp.info> or [infocampseattle@gmail.com](mailto:infocampseattle@gmail.com).



## Archival Musings....

The internet has changed the way everyone does business. Stores sell their products to insomniac shoppers during the wee hours of the night, lonely people search for companionship on social networking sites, and news junkies no longer wait for Brian Williams to appear on screen at the dinner hour. Archivists also have changed their practice to fit the new world of information on demand, and the results have been both beneficial and harmful to our profession. Instead of dwelling on those harmful effects, this essay will highlight three websites that are examples of the benefits of internet surfing for our colleagues.

The most obvious websites of use to archivists are those maintained by our professional organizations, but they vary widely as much in their purpose as the geographic area they intend to reach. Aside from the regional sites, such as those sponsored by Northwest Archivists and the Society of Southwest Archivists, one website in particular has a reach that extends beyond the borders of the United States. The domain of the Academy of Certified Archivists can be visited at <http://www.certifiedarchivists.org>. The purpose of the ACA website is crystal clear: to promote the organization which supports the highest professional standards for practicing archivists everywhere. While much of their text is promotional in nature (attempting to convince colleagues that it is in their best interests to join) the ACA also has lots of information on the examination process for certification, including detailed instructions regarding application procedures and suggested background readings.

Some archival websites are just plain fun.

It is fascinating to see how the digital format has been manipulated by our colleagues to provide innovative tools for research. A great example that I have found is at the website of the Wisconsin Historical Society, <http://www.wisconsinhistory.org>. Obviously the result of uncounted hours of tedious labor, the research tab of the WHS website takes the surfer to a smorgasbord of research tools that have taken the printed word and, quite simply, made it better. For example, the WHS has scanned every single page of the Roster of Wisconsin Volunteers in the War of the Rebellion and then provided the metadata for each name appearing in the two volume set. This allows researchers to find a specific soldier by name or regiment with no more effort than typing the information into a search box.

I had the opportunity to visit archival repositories in Australia this past spring, but before I even got on the airplane I knew exactly what to ask for when I arrived. This was possible due to a great search engine provided by the State Records Authority of New South Wales at [http://www.records.nsw.gov.au/staterecords/welcome\\_to\\_state\\_records\\_nsw\\_1556.asp](http://www.records.nsw.gov.au/staterecords/welcome_to_state_records_nsw_1556.asp)

On their home page try clicking on the tab "Archives Investigator" to find brief descriptions of various record groups. In this instance the search engine transcends the MARC conventions of collection and series descriptions to present not only a description of the material in question, but also provides links to related record groups that a researcher may have overlooked.

The internet is a great tool for archivists, but one must not become so enamored with the medium that the most basic of our duties is forgotten. Regardless of the bells and whistles we use to help uncover documents within our collections, we are obligated to continue to collect, care for, and preserve three dimensional information bearing objects. For that charge the internet can assist, but never replace, our efforts.

Kim Allen Scott  
Professor/Special Collections Librarian/  
University Archivist  
Montana State University Libraries, Bozeman

# MORE NEWS

## NEW RESOURCES NEW NAGARA website launched!

The National Association of Government Archives and Records Administrators (NAGARA) is an association dedicated to the improvement of federal, state, and local government records and information management. NAGARA recognizes that there is an abundant amount of material, relative to government archives and records administration, which has been developed by local, state and federal agencies and made available to the constituencies served by those agencies. Much of that material is also of value to archives and records administrators outside of those constituencies, and modest government records management resources might be better utilized through cooperative, or at least coordinated, efforts.

This site is intended to provide an opportunity for that collaboration. The Government Archives and Records Administration Document Library is an opportunity to share existing materials: to find existing materials that can fill a need; to offer materials that others in your profession may find helpful; or to provide an additional method of distribution of materials to a constituency.

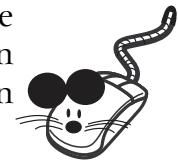
## New Book Published by SAA

*College and University Archives: Readings in Theory and Practice*, edited by Christopher J. Prom and Ellen D. Swain, was published in June. The 13 essays in this volume offer provocative commentary and analysis of the ways in which archivists might better document college and university campuses and serve users. Member price: \$39.95. For more info: [www.archivists.org/catalog/pubDetail.asp?objectID=2388](http://www.archivists.org/catalog/pubDetail.asp?objectID=2388)



## Copyright tool

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<<http://librarycopyright.net/digitalslider/>>

## 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 Jodie Foley at (406) 444-7482 or [jofoley@mt.gov](mailto:jofoley@mt.gov). Additional copies of the SHRABs other publications, including *So You Have a Box of Papers...* and the quarterly newsletter are also available online at [http://mhs.mt.gov/research/library/rc\\_brdscoms.asp](http://mhs.mt.gov/research/library/rc_brdscoms.asp).

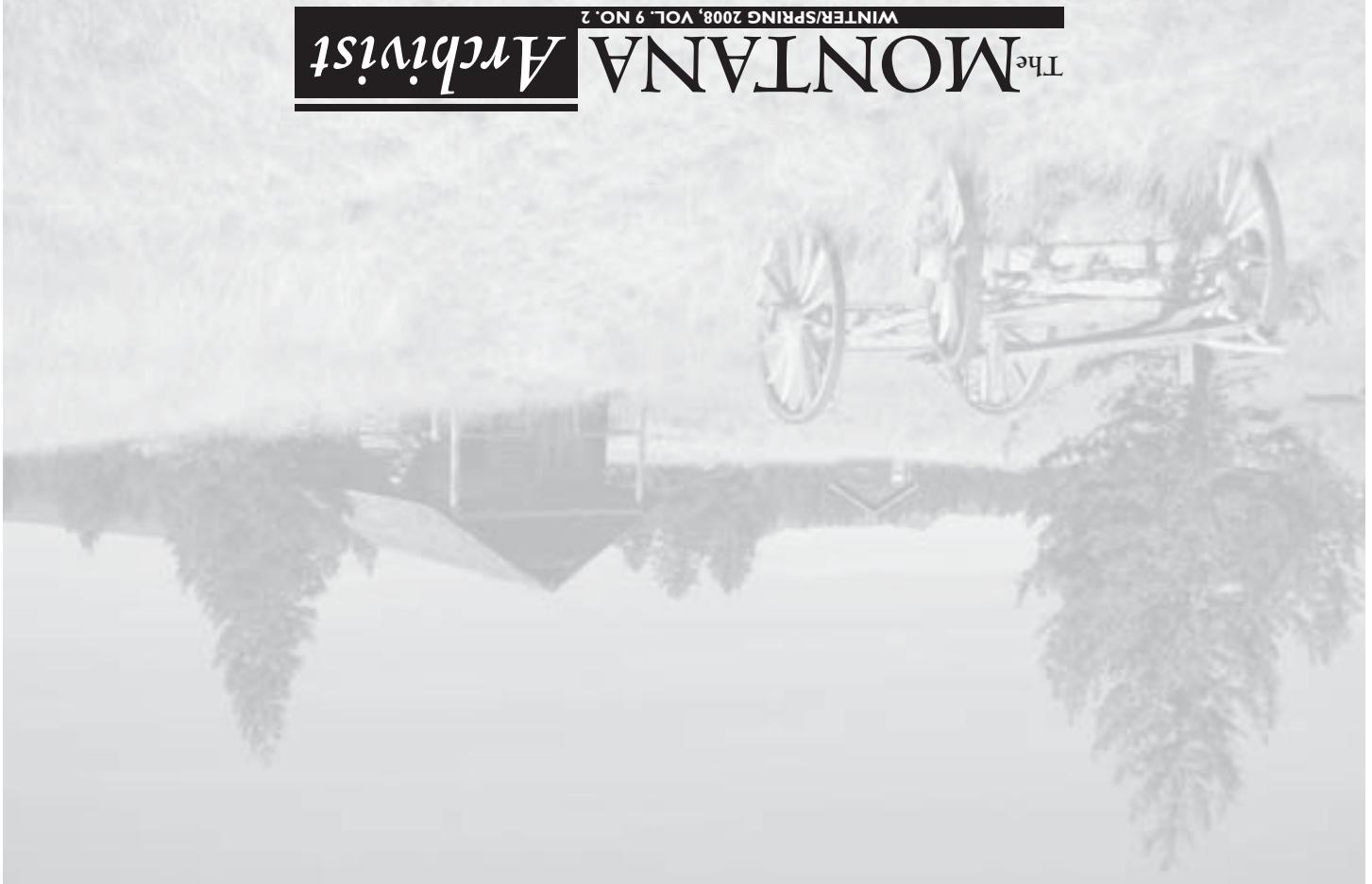


Upper Blackfoot Historical Society old homesteader  
buildings at Hi-Country Trading Post, Lincoln, Montana.

Photograph by Laurie Gigette McGrath

## *Board Members*

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