

## **Awards Committee Report**

October 29, 2019

The MARAC chair expressed concern that the Graduate Student Scholarship was not listed on the website. We were unsure of status of the award. The records I found indicated that it was a one-time award for academic year 2018-2019. However it was noted that some thought there were funds available to offer the scholarship for the academic year 2019-2020. After conversation with the MARAC Treasurer we determined that are funds for two awards for the 2019-2020 year. A call for applications was sent out and the deadline for applications will be October 31<sup>st</sup>.

During the search for information on the Graduate Student Scholarship Christy Fic, the senior chair of the Scholarship Committee informed us that she needed to step down as committee chair. Junior Co-Chair Cindy Bendroth accepted the position of Senior Chair of the committee and will complete Christy's term. Sheridan Sayles will serve as Junior Co-Chair. Christy agreed to stay on as a member of the committee.

The section of the manual relating to the Awards Committee is in desperate need of updating and clarification. That will be one of the committee's goals for this upcoming year.

During the spring conference Sara Predmore, Lauren Brown and Jennie Levine Knies and I talked about printing certificates. Sara has taken over printing award certificates.

## **MARAC Scholarship Committee Report**

The Scholarship Committee has selected the following people to receive scholarships for the Cambridge Meeting:

### **Karen A. Stuart Local History Collection Workshop & Conference Attendance Award.**

*Gabriella Messinger*

Gabriella Messinger has worked at the Baltimore Museum of Industry as a Museum Educator, Archives Technician and Front Desk Supervisor. She has a degree in English Literature from Goucher College and is considering an advance degree in archives.

### **Marsha A. Trimble Meeting and Travel Award Scholarship (\$400):**

*Jesse Brody*

Jesse Brody is an archives technician with Drexel University and had worked in Special Collections at Westchester University. He has a degree in classical studies from Bryn Mawr and is a member of the Delaware Valley Archivists Group and MARAC.

### **Joan Echtenkamp Klein Meeting and Travel Award (\$250)**

*Kayla Heslin*

Kayla Heslin is pursuing a master's degree in Public History from James Madison University. Kayla is active with SAA and is on the Students and New Archives Professionals (SNAP) section steering committee and is on the MARAC program committee for the Harrisonburg, VA meeting.

The committee had four applicants for four scholarships and as we were to announce the recipients, one applicant dropped out stating she had found other funding. Therefore the “unnamed” meeting scholarship was not awarded. Awardees were informed and they were announced on the MARAC blog. Nicole Topich will present the awards at the Cambridge meeting

The Committee announced the 2020 Graduate School Scholarship and applications are due October 31<sup>st</sup>. Winners will be announced in early November.

### **Finding Aids Committee Report**

The Finding Aids Award Committee received 9 nominations for this year’s C. Herbert Finch Online Publication Award, 8 of which were eligible within the award’s parameters. The C. Herbert Finch Award was awarded to the Metropolitan Museum of Art (MoMA) for their “microsite” MoMA Through Time, which was submitted for consideration by Michelle Elligott, Chief of Archives, Library, and Research Collections for MoMA. The committee felt that this impressive timeline showcased groundbreaking, controversial, and extraordinary stories throughout MoMA’s history. Since the physical museum is/was temporarily closed to the public, this microsite allows users to access highlights from the archives from a distance. The project incorporates photographs, documents, and ephemera, but also video and audio files as well. As a collaborative effort among various departments at MoMA, MoMA Through Time provides users with a cohesive, wide-ranging story of the renowned museum and examples of the rich resources available in the museum’s archives and library.

### **Custer Award Committee**

The following publications will receive Custer awards:

The winner of the award for best book is:

Kate Theimer for *A Very Correct Idea of Our School: A Photographic History of the Carlisle Indian Industrial School*

The winner of the award for best article is:

Alexis Braun Marks, Rachael Dreyer, Jennifer Johnson and Michelle Sweetser for

"The Cost of Care and the Impact on the Archives Profession," *Journal of Western Archives*, 2019

### **Distinguished Service Committee**

The committee has submitted an article for the Fall MAA and will make an announcement at the Business meeting in Cambridge to solicit nominations. They will meet at the Cambridge meeting.

Respectfully submitted,

Danna Bell

Awards Committee Chair

# MARAC

Mid-Atlantic Regional Archives Conference

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Delaware • District of Columbia • Maryland • New Jersey  
New York • Pennsylvania • Virginia • West Virginia

November 1, 2019

Communications Committee is comprised of Heidi Abbey, Jodi Boyle, Ilhan Citak, Kathleen Donahoe, Alex Japha, Michael Martin, Melissa Nerino.

Communications Committee held a teleconference and engaged in other communications to discuss several issues including the “e-only MAA”.

After detailed discussions, research, data and budget analysis, the Committee’s recommendations are as follows. These recommendations are in concert with the MARAC’s mission and strategic plan.

***The Committee recommends that:***

MARAC only print issues of the MAA for its institutional subscribers and for archival retention beginning in January 2021 with the winter 2021 issue. This will effectively transition the MAA to an e-only publication (over 95% of subscribers will receive publication electronically).

The timing of this decision is based upon MARAC’s advertising relationships, several of which are brand new. Advertisers often sign a year-long commitment to the MAA and this will allow the advertising editor to respectfully notify all the advertisers of the transition away from print in advance of any of them signing a new commitment.

The MARAC chair will notify all MARAC members in spring 2020 of this plan via e-mail, advising all members who currently receive print issues that their last print issue will be fall 2020. (As of fall 2019, only 98 members elected to receive the print issue. There are 9 institutional subscribers who pay \$45 per year to receive the print issue.) The MAA may also include an article in fall 2020 reinforcing the chair’s message and the advantages of e-only (greater accessibility, financial incentives).

The MAA be placed into the Digital Repository of the University of Maryland (DRUM) immediately upon publication four times per year by the MARAC archivist. This action will

allow MAA readers to flip through the issue like a hard copy publication, allow the Communications Committee to see the number of page views per issue, and allow a wider range of download options for the MAA from Kindle to DAISY (print disabled users) to EPUB.

- Link to the MAA back issues (2013 and earlier) in the DRUM  
<https://archive.org/search.php?query=Mid-Atlantic+Archivist&sort=-date>

### **MARAC merchandise**

Communications Committee will work with MARAC Treasurer and Chair on using “e-only MAA” savings for printed promotional materials such as postcards, bookmarks, etc. to advertise the web version of the MAA to increase readership.

### **Technical Leaflets:**

Call for technical leaflets proposals will be sent on November 1, 2019. MARAC Administrator will send the email to the list.

Church Archives by Dale Patterson is ready to be sent to the readers for peer review. Alex is in touch with a qualifying reviewer.

### **Social Media**

Strategic Plan: Kathleen Donahoe will Highlight access to as well as support increased submissions of MARAC content within the Digital Repository of the University of Maryland (DRUM) by members and other interested parties. Also will identify and implement new ways to participate in National History Day, Archives Week and Month, and other relevant outreach initiatives, and use social media to promote the MAA and relevant articles. Since the last quarterly report, the MARAC Twitter account has gained 25 new followers for a total of 798, had 25 mentions, 250 profile visits, and almost 12,000 impressions on the platform. On the Facebook group, there were 28 new members added for a total of 635. There were 31 posts, many of which focused on the fall meeting in Cambridge. The MARAC Blog has had 5 new posts, all of which were then shared on Twitter and the Facebook group.

**Advertising Editor** Melissa Nerino: Brought on several new vendors since last report, and will notify advertisers about the switch to e-only beginning with the vendors up for renewal at Winter 2020 edition. Additionally will communicate with Kathleen about possibly highlighting advertisers on social media, which is meant to add value if advertisers feel their value is being diminished by switch to e-only.

### **Other News**

Fall MAA distributed in October.

Ilhan's term is ending by Fall 2019

Committee will not meet at the Cambridge meeting.

Respectfully submitted by  
Ilhan Citak & Molly Tighe

# **MARAC**

## **Diversity and Inclusion Committee Report**

### **October 2019**

**Date: October 31, 2019**

**To: Members of the MARAC Steering Committee**

**Re: Summary of the Diversity and Inclusion Committee Activities (July 2019 – October 2019) for Fall Steering Committee Meeting, November 8, 2019**

The Diversity and Inclusion Committee is comprised of the following members: Josué Hurtado (chair), Rayna Andrews, Leslie Van Veen McRoberts, and Marci Bayer.

#### **Continued work on proposal for scholarship**

Our committee finished working on a final draft proposal for Diversity and Inclusion Session Scholarship, incorporating feedback from the last steering committee meeting and comments shared on the document itself. We look forward to further discussion, refinement and hopefully a vote of approval at the next steering committee meeting.

We will also plan a testing of the award review process with the program committee co-chairs for the Harrisonburg Conference.

See a draft as supplementary item 1.

#### **Began work on developing new member survey**

In coordination with Sara Borden (Membership Committee chair) and Paige Newman (Education Committee chair), we began work on updating the membership survey, last conducted in 2012. This topic will be discussed further by Sara and Paige at the Steering Committee meeting.

#### **Website Updates**

We continued to update the resource page, including adding a link to the New England Archivist's Event Planning Accessibility Checklist, and a link to the DLF's "Active Bystander Intervention Orientation"

#### **Event Planning Accessibly Checklist**

I had a phone conversation with Stephanie Bredbenner, from the New England Archivist committee that put together Event Planning Accessibility Checklist. See supplementary item 2.

Our committee worked on a version of this last year, but I feel like this more succinct version, in checklist form, would be a good addition to the MARAC Operations Manual and Meetings Planning Manuals, with some tailoring to our own organization.

### **Bystander Intervention Training**

Stephanie also discussed their committees work on Bystander intervention training, which all members of their Inclusion and Diversity Committee have had, along with select Board Members. After interviewing several bystander intervention trainers, they selected Kendra Albert, who has provided open source training materials and who was able to tailor training to an organization like NEA. Most bystander training had a more corporate-centered focus.

Quoting Stephanie Bredbener on the purpose and objectives of bystander intervention training:

“Bystander intervention training will empower our members to intervene as bystanders and professionals at NEA events and beyond. We see this as an opportunity to demonstrate our commitment to the code of conduct and the creation of an inclusive and respectful professional culture by offering this training. The IDC is also currently in the process of strengthening our community advocate program. A bystander intervention training program would allow us to provide regular, consistent training to create a robust team of community advocates who will help ensure a safe and professional environment at NEA events.”

She also emphasized that bystander intervention is a set of tools and competencies that are developed by individuals and integrated into community norms over time.

### **Program Committee coordination**

Josué Hurtado will be the D&I committee member embedded in the program committee for the Long Branch conference.

Respectfully submitted by Josué Hurtado (chair)

## Supplementary 1

### **I. Diversity and Inclusion Session Scholarship**

In order to promote themes of diversity and inclusion at MARAC conferences, the Diversity and Inclusion Committee sponsors a ***Diversity and Inclusion Session Scholarship***. The objective of this scholarship is to encourage professional engagement with issues of inclusion, diversity, and social justice.

MARAC's Diversity and Inclusion Session Scholarship is awarded to the presenters of one session at both the Fall and Spring conferences. The sessions must be dedicated to issues of inclusion and diversity (as defined by [MARAC's Diversity and Inclusion Definition](#)) within the profession.

The winning session will be chosen from among the proposals submitted and accepted by the conference Program Committee, in collaboration with Diversity and Inclusion Committee Members. There is no separate application process.

The presenter(s) of the winning session will be eligible for a collective total of up to \$1,200, paid up front for travel, two nights hotel, as well as complimentary registration for the conference.

### **II. Eligibility**

Any session proposal submitted and accepted by the Program Committee is eligible for this award.

Recipients may receive only one of these scholarships per year.

Recipients may not be awarded a scholarship for consecutive conferences

Members of the Diversity and Inclusion Committee are not eligible for the award during the time they are serving on the committee. If a session has multiple speakers and a Diversity and Inclusion Committee member is one of the speakers, the other panelists in that session are eligible for the award.

Proposals are considered for the Diversity and Inclusion Session Scholarship independently from applications submitted by the same applicant(s) to other MARAC awards.

First-time presenters and new and student members are strongly encouraged to apply.

### **III. Submission**

The sponsored sessions will be chosen from among the proposals submitted for the Spring and Fall conferences.

Although there is no separate application process for this award, presenters must indicate in their submissions that they wish to be considered for this award by checking a box on the online submission form.

### **IV. Criteria for selection**

Session proposals should draw explicit connections between the session content and archival work, collections, or processes and the issues of inclusion, diversity, and social justice. The connection must be clearly articulated in both the proposal and the presentation itself.

Session proposals will be evaluated on how distinctive and compelling the presentation topic is and the coherence of the proposal.

Proposals should be specific, well-organized, and persuasive.

The sessions must be dedicated to issues of inclusion, diversity, and social justice within the profession.

The committee will use an award judging rubric (see section IX below) to guide its decisions.

### **V. Application Review and Recipient Selection**

After the session proposal deadline, the Program Committee will review the proposals that have been submitted for scholarship consideration as part of their process of assembling the conference program.

Sessions accepted by the program committee, and which are to be considered for the Diversity and Inclusion Session scholarship, are forwarded to the Diversity and Inclusion Committee for consideration and selection.

### **VI. Selection Process**



The Diversity and Inclusion Committee will review the submissions sent over by the Program Committee and judge them based on criteria set out in the award selection rubric. Committee will document their discussion and decision.

The highest score as determined by the award selection rubric will determine the winner. In the event of a tie on the rubric scores, a simple majority vote of the committee will determine the winner.

The Chair of the Diversity and Inclusion Committee will inform the Program Committee and the Awards Committee of their decision

If no session proposal is selected from the applicants, or in the absence of applications, the scholarship will not be awarded for that meeting.

## **VII. Distribution of Scholarship Funds**

[Reimbursement award option 1] The MARAC Treasurer will send reimbursement checks to the award recipient(s) after all relevant receipts have been submitted. The total will not exceed \$1,200.00. The deadline for receipt submission is two weeks after the close of the conference.

[Pre-paid expenses option 2] Applicants will be required to submit their anticipated expenses ahead of the conference. The Treasurer will disburse the funds to the recipients before the conference.]

MARAC will cover the registration costs directly and two night hotel stay.

Winners will be required to submit a document of the rest of their anticipated travel expenses ahead of the conference, as well as a signed commitment to attend and present at the conference.

Recipients may opt out of receiving the award if they choose.

The Treasurer will disburse the funds, up to \$1200 total, to the recipients before the conference.

## **VIII. Timeline**

In conjunction with the call for proposals timeline, as described in the Meetings Policy Manual, a reminder about the Diversity and Inclusion Session Scholarship will be highlighted.

Review of program proposals will begin after the close of the proposed date of proposal submission.

In accordance with the Program Committee's deadlines for proposal selection, Diversity and Inclusion Committee Chair notifies Program Committee Chair and award recipients of decision and seeks permission of award recipients to acknowledge them publicly in print and at the business meeting.

The MARAC Treasurer will disperse the award to the winning presenters before the conference. The Diversity and Inclusion Committee will also inform the Local Arrangement Committee about the recipients so they can receive their complimentary registration as part of the award.

Acknowledgment of scholarship will be included in the conference program, and a brief announcement will be made at the start of the session by a Diversity and Inclusion committee member.

Recipients are acknowledged at the business meeting.

## IX. Award Judging Rubric

The proposed sessions must be dedicated to issues of inclusion, diversity, and social justice within the profession.

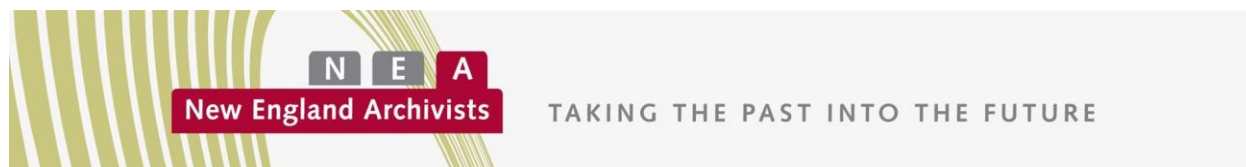
Session proposals should draw explicit connections between the session content and archival work, collections, or processes and the issues of inclusion, diversity, and social justice.

The connection must be clearly articulated in both the proposal and the presentation itself.

Session proposals will be evaluated on how distinctive and compelling the presentation topic is and the coherence of the proposal (specificity, organization, and persuasiveness).

	1	2	3
<b>Is the proposal topic centered around issues of inclusion and diversity as defined by <a href="#">MARAC's Diversity and Inclusion Definition</a>?</b>	Not dedicated to issues of inclusion, diversity as defined by MARAC's Diversity and Inclusion Definition	Tangentially relevant to issues of inclusion and diversity as defined by MARAC's Diversity and Inclusion Definition	Centered around issues of inclusion and diversity as defined by MARAC's Diversity and Inclusion Definition
<b>Does proposal explores issues of inclusion and diversity in the context of archival practice or theory</b>	Does not draw explicit and clearly articulated connections between archival work, collections, or processes and the issues of inclusion, diversity	Describes some connections between archival work, collections, or processes and the issues of inclusion, diversity	Draws explicit and clearly articulated connections between archival work, collections, or processes and the issues of inclusion, diversity

<b>Overall coherence of the proposal?</b>	Unspecified or unclear ties to topics of diversity and inclusion.	Contains subject matter mostly relevant to the topic of diversity and inclusion. Adequate organization and overall coherence	Specific content related to the topic of diversity and inclusion; well organized, and persuasive as a likely successful session
<b>How distinctive is the proposal?</b>	Similar to other recent sessions	Introduces new angle or point of view to previously explored topics	Introduces or explores new topic which has not been presented at previous conferences
<b>Total:</b>			



# Event Planning Accessibility Checklist

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## 1. Introduction

This checklist was developed by the Inclusion and Diversity Committee (IDC) of New England Archivists to comply with goal 4.5.1.c of NEA's 2016-2020 strategic plan, which called for "a planning checklist for planners of NEA events to ensure baseline accessibility and procedures for requesting and accessing additional access and accommodation services for NEA events."

This document provides questions, specifications, and suggestions for NEA event planners to consider before, during, and after their event. It is intended as a starting point for event planners that can be scaled based on the size and scope of the event, rather than a prescriptive list of requirements. More detailed guidance can be found in the resources in Section 8. Liaisons from the Inclusion and Diversity Committee are also available for guidance and assistance.

Event planners should be flexible when assessing accessibility and negotiating accommodations. Many factors affect accessibility planning, including budget and logistical feasibility. Where possible, multiple suggestions and possible solutions are included in the checklist to account for some of these factors. Ultimately, the guiding principle of accessibility planning is to clearly identify and communicate any barrier that cannot be eliminated.

The Inclusion and Diversity Committee welcomes feedback on this document: [diversity@newenglandarchivists.org](mailto:diversity@newenglandarchivists.org). This checklist is a living document that is revised as needed. For a full revision history of this document, please contact the IDC.

## 2. Planning and Event Policies

- ☐ Establish at least one accessibility coordinator on the program committee to coordinate accessibility planning and accommodations with the venue, vendors, and IDC.
  - ☐ List the contact details of the accessibility coordinator(s) on event registration materials, event websites, and programs.
- ☐ Consider event policies that promote accessibility, such as combined discounted registration for attendees with disabilities who bring a sign language interpreter, personal support worker, or person to provide other assistance to the event.
  - ☐ These policies should be communicated clearly before the event, especially during event registration.
- ☐ Consider having an accessibility section on the event website that outlines accessibility policies, accommodations, and barriers at the event.
- ☐ Ask attendees and presenters if they have accessibility needs or require accommodations, preferably by adding free-text questions to the registration form, session proposal form, and session participation agreement form.

- ☐ Requests for accommodations should be routed to the accessibility coordinator(s), who should contact the venue, vendors, IDC, or other NEA contacts as appropriate.
- ☐ Consider asking attendees for their pronouns on the event registration form.
  - ☐ Make sure there is always an option for “no pronouns” and “prefer not to say” when asking for pronouns. Also include a free text option for pronouns.
  - ☐ Consider asking attendees if they want their pronouns printed on their name badge at the event.
- ☐ Include questions about accessibility and future accessibility recommendations in the post-event survey.
  - ☐ Consider following up with attendees who requested accommodations to solicit feedback and accessibility recommendations for future events.

### **3. Venue Features and Amenities**

- ☐ Is the venue accessible using a variety of transportation options, including walking, driving, and public transportation?
  - ☐ Communicate transportation options and limitations before the event, including during registration.
- ☐ Are there free or affordable parking options near the venue, including an appropriate number of accessible parking spaces?<sup>1</sup>
  - ☐ Communicate parking options and limitations before the event, including during registration.
- ☐ Is the venue wheelchair-accessible? This means that all public spaces in the venue should be at least 30 inches wide and 48 inches long, with a diameter of 60 inches so people in wheelchairs can comfortably turn around. All doors should have a 34-inch clear opening.
  - ☐ If not all public spaces at the venue are wheelchair-accessible, communicate this before the event, and include appropriate accessibility symbols on event programs and maps.
- ☐ Are heavily trafficked areas free from protruding objects, uneven floor surfaces, and uneven level changes that could be obstructive to people in wheelchairs?
  - ☐ If the venue has uneven floor surfaces and level changes, are there accessible ramps or elevators nearby?

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<sup>1</sup> For further guidance, see the ADA National Network’s fact sheet on accessible parking: <https://adata.org/factsheet/parking>

- ☐ Be mindful of accessibility when setting up the space, and avoid placing obstructive objects like wires on the floor in heavily trafficked areas.
- ☐ Are there wheelchair-accessible restrooms near event spaces?
  - ☐ Mark wheelchair-accessible restrooms on event maps.
- ☐ Are stages and platforms wheelchair-accessible?
  - ☐ If stages and platforms are not wheelchair-accessible, ask the venue if temporary ramps can be provided.
  - ☐ If there are a limited number of ramps available at the venue, consider adding a question to the session proposal and session participant agreement form about ramps, so event planners can make informed decisions about prioritizing rooms that need ramps.
- ☐ Are there automatic doors that can be operated by people in wheelchairs and people with limited mobility?
- ☐ Are there elevators and ramps available for event attendees?
  - ☐ If elevators and ramps are not available for general use, are there staff or freight elevators that can be used upon request by attendees with disabilities?
- ☐ Is venue signage for entrances, exits, elevators, ramps, and accessible restrooms?
  - ☐ Is there signage in Braille?
  - ☐ Is signage clear and easy to read, in a large font with a high contrast between text and background?
- ☐ Does the venue allow service animals? Can the venue provide special accommodations for people who bring service animals?
  - ☐ Communicate the venue's policies about service animals before the event.
- ☐ Are event spaces free from sensory triggers such as flashing lights and loud noises?
  - ☐ Consider asking if the venue can accommodate room allocation requests from event attendees and presenters, such as a quieter room or a room with dimmable lights.
- ☐ Does the venue provide chairs without arms?
  - ☐ If it is cost-prohibitive or impossible for all chairs at the event to be armless, consider asking the venue to provide some armless chairs for plenary and other sessions with anticipated high attendance.
- ☐ Are there gender-neutral restrooms, or restrooms that can be temporarily designated gender-neutral during the event?
  - ☐ Mark gender-neutral restrooms on event maps.



- ☐ Is there a lactation room, or a space that can be temporarily turned into a lactation room during the event?
  - ☐ Mark lactation rooms on event maps.
- ☐ Is there a nondenominational prayer room, or a space that can be temporarily turned into a prayer room during the event?
  - ☐ Mark prayer rooms on event maps.
- ☐ Is each event space outfitted with appropriate audiovisual equipment, including microphones, projectors, and speakers?
  - ☐ Are there a variety of different types of microphones available for people with disabilities, including table microphones and lapel microphones?
  - ☐ If sessions involve audience questions, are there roving microphones that can be passed to audience members who cannot use standing microphones?
  - ☐ Consider asking presenters if they need a particular type of microphone before the event.
- ☐ Can the venue provide any additional accommodations to attendees with disabilities upon request?
  - ☐ The accessibility coordinator(s) should ask the venue about potential special accommodations as early in the planning process as possible.
  - ☐ Based on accommodations requests received during event registration, the accessibility coordinator(s) should coordinate accommodations with the venue on an ongoing basis before the event.

#### **4. Event Features and Amenities**

- ☐ Is the registration desk centrally located and accessible?
  - ☐ Is the registration desk located on an accessible route near the main entrance and primary event spaces?
  - ☐ Is there accessible and clear signage directing attendees to the registration desk?
  - ☐ Is there a section of the registration area that is no higher than 36 inches and at least 36 inches long with adequate knee clearance so people in wheelchairs can comfortably use it?
- ☐ Consider providing magnifying glasses at the registration desk.
- ☐ Consider keeping a laptop at the registration desk for attendees to use throughout the event.
- ☐ Brief event staff and volunteers on accessibility accommodations and limitations at the venue, including the location of elevators and wheelchair-accessible restrooms.

- ☐ Train event staff and volunteers to be sensitive to disability and accessibility when interacting with event attendees.
  - ☐ Provide training on disability etiquette, the use of assistive devices, emergency procedures, and available accessibility features and services.<sup>2</sup> For example, volunteers should be willing to read information aloud or locate wheelchair-accessible routes upon request.
- ☐ Provide a quiet respite room at the event.
- ☐ Provide a lactation room at the event.
- ☐ Provide a nondenominational prayer room at the event.
- ☐ If catered meals are provided, does the caterer provide options for kosher, halal, dairy-free, gluten-free, nut-free, vegetarian, and vegan meals?
  - ☐ Can the caterer provide special meals based on other dietary needs upon request, particularly concerning allergens?
  - ☐ Ask caterers to provide ingredient lists at the event, including prominently noting common allergens and designating kosher and halal menu options.
- ☐ Consider reviewing the Guidebook app for accessibility and customizing it with accessibility, diversity, and inclusion in mind.
  - ☐ Consider adding a copy of the conference map to the app, marked with the locations of the registration desk, elevators, wheelchair-accessible restrooms, gender-neutral restrooms, lactation rooms, respite rooms, and nondenominational prayer rooms.
  - ☐ Consider adding an accessibility section to the app, including the names and contact details of the accessibility coordinator(s).
  - ☐ Consider adding a copy of the NEA Code of Conduct to the app, including instructions for reporting code of conduct violations.
- ☐ Consider creating a Bitly link to the conference website for attendees who do not have or cannot use the Guidebook app. Prominently display this link on conference materials.

## 5. Event Programs and Signage

- ☐ Are event materials, including programs and maps, designed with accessibility in mind?
  - ☐ Use a 16-point font when possible. If printing the entire program in 16-point font is not possible due to budget constraints or the length of the program, smaller

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<sup>2</sup> For further guidance on disability etiquette, see *Disability Etiquette: Tips on Interacting with People with Disabilities* by the Eastern Paralyzed Veterans Association (<https://www.chicopeema.gov/DocumentCenter/View/732/ADA-Disability-Etiquette-Booklet-PDF>) and *No Need to be Awkward: Disability Etiquette for Everyone* training by the Mid-Atlantic ADA Center (<http://www.adainfo.org/training/disability-etiquette-for-everyone>)

fonts can be used. In these cases, consider printing only portions of the program in 16-point or 14-point font, such as the schedule at a glance.

- ☐ Use sans-serif fonts, and avoid highly stylized fonts that are difficult to read.
  - ☐ There should be high contrast between the text and background.
  - ☐ Include appropriate symbols of accessibility to indicate accessibility features, aids, or services.<sup>3</sup>
  - ☐ List the contact details of the accessibility coordinator(s) on event programs.
- 
- ☐ Is event signage simple in design with large print, readable fonts, high contrast, and non-glare finish?
- 
- ☐ Consider providing programs in large print for attendees with vision impairments.<sup>4</sup>
    - ☐ If cost prohibits large-print programs from being professionally printed, files can be edited and printed in house. Editing and reformatting digital files before printing is preferable to using the enlargement feature on photocopiers, which produces fuzzy text.
    - ☐ Have large-print programs readily available at the registration desk.
    - ☐ Consider having a sign indicating that large-print programs are available.
- 
- ☐ Consider printing a poster-sized enlargement of the schedule at a glance for display at the registration desk.
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- ☐ Consider printing a copy of the NEA Code of Conduct in event programs, with instructions for reporting Code of Conduct violations.
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- ☐ Consider printing a short excerpt of the NEA Code of Conduct and instructions for reporting Code of Conduct violations on the back of name badges.

## 6. Considerations for Presenters

- ☐ Before the event, remind presenters to design their presentation materials with accessibility in mind.
  - ☐ Ask presenters to use slides with minimal text, preferably in 28-point sans-serif fonts.
  - ☐ Ask presenters to use slides with high contrast between the text and background.
  - ☐ Ask presenters to provide comprehensive alternative text for all images in their presentations.<sup>5</sup>

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<sup>3</sup> For further guidance, see *Understanding the Universal Symbols of Accessibility* by the Council of Ontario Universities, <http://www.accessiblecampus.ca/reference-library/symbols-of-accessibility/>

<sup>4</sup> For further guidance, see the American Council of the Blind's *Best Practices and Guidelines for Large Print Documents*, <https://www.acb.org/large-print-guidelines> and the American Printing House for the Blind's *Guidelines for Print Document Design*, <https://www.aph.org/research/design-guidelines/>

<sup>5</sup> For guidance on writing alt text, see Perkins School for the Blind's *How to Write Alt Text and Image Descriptions for the Visually Impaired*: <http://www.perkinslearning.org/technology/blog/how-write-alt-text->

- ☐ Ask presenters to perform accessibility checks on their presentation materials before the event. Built-in accessibility checkers are available in Microsoft Office and Adobe products. Contrast Checker is a free website for checking the contrast between foreground and background colors.
- ☐ Ask presenters to provide a Bitly link to slides, handouts, and other session materials at the beginning of their session, so people with disabilities can view the materials on screen readers and other assistive devices.
- ☐ Before the event, remind presenters to conduct their sessions with accessibility and inclusivity in mind.
  - ☐ Remind presenters to speak slowly and clearly into microphones.
  - ☐ Ask presenters to briefly explain and contextualize audio clips, videos, charts, and other visual and aural components of their presentation.
  - ☐ Ask presenters to remind session attendees to speak clearly into microphones and introduce themselves when asking questions. Presenters should be prepared to repeat audience questions clearly into their own microphones if necessary or upon request.
  - ☐ Remind presenters to use gender-neutral language and pronouns when referring to people who have not identified their pronouns.

## 7. Considerations for Attendees

- ☐ Encourage attendees to introduce themselves with their names and pronouns at the event, especially in larger sessions when name badges are not visible.
- ☐ Encourage attendees to be active participants in creating an accessible and inclusive event by reporting Code of Conduct violations and accessibility barriers.
- ☐ Encourage attendees to complete the post-event survey.
  - ☐ Consider providing a blank page in the program where participants can write down their thoughts, reactions, and suggestions during or immediately after the event. This will keep feedback fresh in their mind until they receive the link to the online survey.

## 8. Further Resources

Acart Communications, Contrast Checker.

<https://contrastchecker.com/>

ADA National Network, *Accessible Parking*.

<https://adata.org/factsheet/parking>

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[and-image-descriptions-visually-impaired](#) and University of Leicester's guide *Writing Effective Alt Text*:  
<https://www2.le.ac.uk/webcentre/plone/build/basics/add-images/alt-text>

ADA National Network, *A Planning Guide for Making Temporary Events Accessible to People with Disabilities*.

<https://adata.org/publication/temporary-events-guide>

ADA National Network Hospitality & Disability Initiative, *A Guide to Planning Accessible Meetings, Events, and Conferences*.

<http://www.adahospitality.org/accessible-meetings-events-conferences-guide/book>

American Bar Association, *Planning Accessible Meetings and Events: A Toolkit*.

[https://www.americanbar.org/content/dam/aba/administrative/mental\\_physical\\_disability/Accessible\\_Meetings\\_Toolkit.authcheckdam.pdf](https://www.americanbar.org/content/dam/aba/administrative/mental_physical_disability/Accessible_Meetings_Toolkit.authcheckdam.pdf)

American Council of the Blind, *Best Practices and Guidelines for Large Print Documents*.

<https://www.acb.org/large-print-guidelines>

American Printing House for the Blind, *Guidelines for Print Document Design*.

<https://wwwAPH.org/research/design-guidelines/>

Council of Ontario Universities, *A Planning Guide for Accessible Conferences*.

<http://www.accessiblecampus.ca/wp-content/uploads/2016/12/A-Planning-Guide-for-Accessible-Conferences-1.pdf>

Council of Ontario Universities, *Understanding the Universal Symbols of Accessibility*.

<http://www.accessiblecampus.ca/reference-library/symbols-of-accessibility/>

Digital Library Federation, *Guide to Creating Accessible Presentations*.

<https://www.diglib.org/dlf-events/2017forum/guide-to-creating-accessible-presentations/>

Digital Library Federation, *Social Event Checklist*.

<https://www.diglib.org/dlf-events/dlf-social-event-checklist/>

Eastern Paralyzed Veterans Association, *Disability Etiquette: Tips on Interacting with People with Disabilities*.

<https://www.chicopeema.gov/DocumentCenter/View/732/ADA-Disability-Etiquette-Booklet-PDF>

Mid-Atlantic ADA Center, *No Need to be Awkward: Disability Etiquette for Everyone*.

<http://www.adainfo.org/training/disability-etiquette-for-everyone>

Perkins School for the Blind, *How to Write Alt Text and Image Descriptions for the Visually Impaired*. <http://www.perkinselearning.org/technology/blog/how-write-alt-text-and-image-descriptions-visually-impaired>

Society of American Archivists, *Guidelines for Accessible Archives for People with Disabilities*.

<https://www2.archivists.org/standards/guidelines-for-accessible-archives-for-people-with-disabilities>

University of Leicester, *Writing Effective Alt Text*.

<https://www2.le.ac.uk/webcentre/plone/build/basics/add-images/alt-text>

# MARAC

Mid-Atlantic Regional Archives Conference

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Delaware • District of Columbia • Maryland • New Jersey  
New York • Pennsylvania • Virginia • West Virginia

## MARAC Education Committee Report – 31 October 2019

### Cambridge Conference Workshops Fall 2019:

Basics of Museum Object Photography for Non-Photographers

Instructors: Douglas Peterson and Wayne Cozzolino, Digital Transitions

Copyright Fundamentals for Librarians and Archivists

Instructor: Peter Hirtle

Reparative Archives: Acquisition, Advocacy, Utilization and Transformation

Instructor: Lae'l Hughes-Watkins

Going It Alone: Considerations, Skills, Joys and Sorrows of Archival Consulting

Instructor: Valerie A. Metzler

### Tentative – Harrisonburg Conference Workshops Spring 2020:

Archives Space API

Understanding Archives: An Introduction to Archival Basics

### Off Conference Workshops:

October 25, 2019: Copyright Fundamentals for Librarians and Archivists – Peter Hirtle

Chester Library, Chester, NJ – A success!

### **In the works:**

- ~Working on scheduling two off conference workshops for this winter and next spring
- ~Looking for instructors for project management and description/arrangement workshops

### Continued tasks:

- ~ Workshop instructors' contracts – sent to Steering for comments, edits and/or approval
- ~ Developing webinars – gathering information stage
- ~ MARAC Archives Institute – adding questions for updated membership survey to gauge interest in this type of program
- ~ Establishing guidelines for co-sponsorship

Respectfully submitted: Paige Newman, Chair

Andrea Belair, Deirdre Joyce, Elliot McNally, Dawn Sherman-Fells, Elizabeth Wilkinson

# MARAC

Mid-Atlantic Regional Archives Conference

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Delaware • District of Columbia • Maryland • New Jersey  
New York • Pennsylvania • Virginia • West Virginia

**Date: November 1, 2019**

**To: Members of the MARAC Steering Committee**

**Re: Report about online education options for MARAC by Paige Newman, Chair of the Education Committee and Liz Scott, Member-at-Large**

This report summarizes a discussion that Paige Newman and Liz Scott had with Erin Burns, Reference and Instruction Librarian at Penn State University Shenango and liaison for the Connect & Communicate Series which is part of the Pennsylvania Library Association's College & Research Division (CRD). Our meeting with her was to gather information about their online education model in order to decide if MARAC should pursue something similar. Comments from the October 24, 2019 meeting are summarized below.

## **How did you decide to choose Zoom over other products?**

Erin mentioned that the price of Zoom was very affordable compared to other products like Adobe Connect, which she noted was expensive, and Blue Jeans that did not provide closed captioning. Overall, she believes they pay about \$100 a year for a Zoom subscription which allows you to have up to 100 participants in one Zoom session at a time. She also noted there are limits to the number of Zoom sessions you can create in a year so that we should think about the size and scope of our potential presentations in case we need to upgrade to a larger package.

Zoom is able to provide closed captioning which was an important feature for them. Also, their Zoom account was created by and paid for by the Pennsylvania Library Association (PaLA) and not just run by a member's own institutional account. PaLA handles the entire registration process for the Connect & Communicate series.

## **Pros and Cons of Zoom?**

For Pros, Erin noted they really like the closed captioning option but that you need to have someone providing those captions live with the presentation. She mentioned they have hired someone in the past to CC it for them or have used a volunteer.



For cons, she noted to date, they have not really had any cons that she can think of. She did however say that you only get 1GB of storage space in the cloud per year and that recorded presentations with text chats, videos and closed captioning can have large files so space may be an issue at some point. She also said she occasionally stores presentations directly to her computer.

**What other things does your organization use Zoom for?**

Erin noted that they also have a journal club that is run by another section of PaLA. She said that 10-20 people read an article and then come together to discuss it. They use breakout rooms to facilitate smaller discussions and then come together as a group.

**Do you ever charge for your sessions or only allow members to access/attend them?**

Currently, they do not charge for sessions or have anything behind a paywall or sign-in option. Everything is open to the general public including non-members.

**Do you offer continuing education credits for your sessions?**

Erin said that they often get requests for continuing education (CE) credits but that PaLA cannot give them out. That must go through the State Library System. Also, they cannot give out CE credits for recorded presentations, only live ones.

**How much time do you spend a week working on the series?**

It depends on what is happening each week but Erin said that she estimates spending 1-2 hours per week working on publicity and getting things set up for upcoming presentations.

**Is it difficult to find content/speakers?**

They created a Google form so that people can submit ideas for sessions. She said a few people have used the form but it is mostly word of mouth. Interested presenters will contact her or others from the series directly about presenting.

**Additional information**

PaLA advertises their series through ALA listservs, ACRL locations/listservs, and other PA listservs to find interested viewers/speakers. Additionally, after the session has been recorded, it is uploaded to their own YouTube channel.

Erin stated that they did model their series off of the Carterette Series Webinars from the Georgia Library Association (<https://gla.georgialibraries.org/carterette-series-webinars/>). Paige and Liz will be following up with that model in the coming months and asks Steering for additional suggestions of series/models they can look into before making any decisions for MARAC.

In summary, Erin seemed to be happy with Zoom for their series. She felt it was an affordable, easy to use system that so far has worked for their organization's needs.

Respectfully submitted by Paige Newman and Liz Scott, November 1, 2019

# **MARAC**

## **Membership Committee Report**

### **November 2019**

#### **Membership**

- Sara A. Borden, Chair
- Sierra Green
- Theresa Altieri Taplin
- Helice Koffler
- Alexandra deGraffenreid
- Yukako Tatsumi
- Cara Griggs
- Sheridan Sayles, Mentorship Program Sub-Committee Coordinator
  - Tyler Stump
  - Jennifer King
  - Nicole Topich
- Caitlin Rizzo, MARAC Secretary (ex-officio)
- Sara Predmore, MARAC Administrator (ex-officio)

#### **Progress and News**

- New Member Meet & Greet
  - An informal meet and greet is happening in Cambridge.
  - We are still seeking approval for the standard of including the Meet & Greet as a “strongly recommended” portion of each conference in the meetings manual and having Membership set up the entertainment while LAC takes the lead on room and refreshment.
  - The Committee will start planning the Harrisonburg Meet & Greet after Cambridge.
- Membership Survey
  - Borden has been working with L. Paige Newman, Chair of the Education Committee, and Josué Hurtado, Chair and Diversity and Inclusion Coordinator, to revise the survey that was sent to membership last in 2013.
  - We are revising or adding questions/response options in the following areas:
    - Gender identity;
    - Racial identity;
    - Current and desired educational offerings; and
    - Current and desired membership benefits.
  - Please contact Borden with any suggestions or input.
  - We plan to have a draft that the three chairs are happy with to submit to Rachel Grove Rohrbaugh and Jennie Knies by the January Steering Meeting.
  - We plan to send the survey to membership in the first couple of months of 2020.

- Mentoring Program
  - At this point, the groups are organized for the year and are running on their own with minimal input from the subcommittee.
  - The subcommittee plans to have a conference call with the NEA (New England Archivists) to debrief and share tips.

**MARAC**  
**Nominations and Elections Committee**

**Report**

**November 1, 2019**

**The Nominations and Elections Committee consists of: Margaret Kidd, Jessica DiSilvestro, Jessica Wagner, Geoff Huth, and Chris Anglim (Chair).**

**The Nominations and Elections Committee has been and continues to search for MARAC members to fill vacancies for the following positions for the forthcoming election.**

**Officers:**

- **Chair-Elect, 2-year term**
- **Treasurer, 2-year term**

**Caucus Representatives (1 opening for each position)**

**Delaware**

**Maryland**

**New Jersey**

**New York**

**Pennsylvania**

**Virginia**

**Washington, DC**

**West Virginia**

**Committees:**

- **Arline Custer Memorial Award Committee, 3-year term (2 positions available)**
- **Distinguished Service Award Committee, 2-year term (1 position available)**
- **Finding Aids Award Committee, 3-year term (2 positions available)**
- **Nominations and Elections Committee, 1-year term (3 positions available)**
- **Scholarship Committee, 3-year term (2 positions available)**

We have gotten a very good response, but we still need more candidates to come forward, especially for the Chair-Elect and Caucus Rep positions for Delaware, Maryland, New Jersey, and New York. In addition we are recruiting still candidates in a special election for the Delaware Caucus Chair position because the incumbent will be leaving the area. We continue to invite interested members to take a leadership role in their organization.

Respectfully Submitted, this First day of November, 2019.

Chris Anglim