

Report from MARAC Awards Committee  
Steering Committee Meeting  
October 2018

MARAC awards were advertised and awarded following our scheduled cycle. This Saturday the following awards will be presented at the business meeting:

C. Herbert Finch Award

The C. Herbert Finch Award was awarded to the Rochester Public Library for the web site [www.RochesterVoices.org](http://www.RochesterVoices.org), submitted by Michelle Finn. Published in April 2018, this website is an updated version of an existing site. In addition to new content, the site was redesigned to improve functionality, navigability, and aesthetic appeal. The site is interactive and mobile-friendly and is designed to engage a K-12 audience, as well as the general public. The site allows users to interact with primary sources in myriad ways. Students, teachers and others can engage directly with letters, diaries, photographs, oral histories, and other digitized materials. Curated by historians and educators, the site offers interpretive elements like timelines, exhibitions and lessons plans, and encourages users to submit content for inclusion.

The committee felt that this site did an outstanding job serving a broad audience by utilizing multiple outreach methods. Educational materials focused on all grades K-12 and provided a variety of approaches for educators to access the content. The website has the ability to keep growing with the addition of new content and will continue to serve its users in a variety of ways.

The committee has given an honorable mention to Charlottesville Statues: Legal History Research Guide from the University of Virginia School of Law, submitted by Randall Flaherty. The committee was very impressed with your project because it is a timely resource that makes a controversial contemporary issue accessible to a general audience. We appreciated the variety of both historic and current records, and the inclusion of resources in the public domain alongside documents from other repositories. If not for a few issues with functionality, limited mostly to use on mobile devices, this submission would have been awarded second place. The committee would like to highlight this submission in a blog post or newsletter article as it's an excellent example of archives responded to current events.

Scholarship Committee

Wilmington Scholarships

The committee received 4 applications for our fall meeting awards, all for the Klein and Trimble Awards. No awards were received for the Stuart Award. The announcement regarding the Stuart Award was sent directly to several local repositories, as well as appearing for a month on the University of Delaware MuseWeekly list.

### Graduate Scholarships for Archival Education

The Scholarship Committee is currently in the process of soliciting applications for two \$1000 graduate scholarships, to be awarded for the Spring 2019 semester.

The application period for these awards closes October 31 and awards will be made by the end of November.

### Distinguished Service Award

Novara, Chair of the DSA Committee, has touched base with the committee members who agreed to not meet at Wilmington. Novara will submit an announcement for the November MAA and open nominations per the usual schedule.

### **Action Item**

#### Updating and Expanding Procedures for Awarding Scholarships

The Scholarship Committee requests guidance on how to proceed when no applications are received for an award. This seems most directly relevant to the Stuart Award, which has on more than one occasion received no applicants.

Should the committee:

- 1) Look for eligible applicants among the pool applying for other awards and make the award to one of them
- 2) Not give an award for that cycle, but offer two awards for the following meeting
- 3) Not give an award and offer no additional awards at a later date

Respectfully submitted,

Adriana P. Cuervo, CA

Awards Committee Chair on behalf of the Awards Committee

# MARAC

Mid-Atlantic Regional Archives Conference

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**Date: October 4, 2018**

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

**Re: Summary of the Communications Committee Activities (July 2018-October 2018) for Fall Steering Committee Meeting, October 11, 2018**

The Communications Committee is comprised of the following members: Ilhan Citak (Co-chair), Liz Scott (Co-chair), Eric Arnold Fritzler, Michael Martin, Jodi Boyle, Heidi Abbey Moyer, Michelle Donahoe, and Christopher Hartten.

**Newsletter MAA:** The last MAA Reflections has a wrong first paragraph. Geoff Huth's piece will be re-published in the Winter issue with the correct opening paragraph.

Jodi is looking for entries from different MARAC caucuses. She is especially hoping to get entries from a West Virginia institution.

Call for submissions will be brought to the Steering Committee's attention for announcements by the Caucus chairs at the meetings.

The latest issue of the *MAA* was published in late September 2018.

<https://marac.memberclicks.net/assets/maa/maracfall18.pdf>

**Blog/Social Media:** Kathleen Donahoe is the new social media coordinator. Since June 2018, 45 new Twitter followers, 25 Facebook likes, and 6 new blog posts posted.

She is interested in suggestions on how should we get new blog posts from different caucuses?

**Technical Leaflets:** Two new technical leaflets are up online:

*Digital Exhibitions, Concepts and Practices*

[https://marac.memberclicks.net/assets/documents/marac\\_technical\\_leaflet\\_12.pdf](https://marac.memberclicks.net/assets/documents/marac_technical_leaflet_12.pdf)

*Compiling a Disaster Plan for Archival Collections*

[https://marac.memberclicks.net/assets/documents/marac\\_techincal\\_leaflet\\_13.pdf](https://marac.memberclicks.net/assets/documents/marac_techincal_leaflet_13.pdf)

We would like to make sure your institutions are aware and spread the word to utilize these free resources: <https://www.marac.info/publications>.

Dale Patterson's church archives piece is almost complete and needs a few more edits.

New submissions and call for proposals will be published in the MAA Newsletter (Chris and Jodi will work on that)

Author permissions issue needs to be brought to the Steering Committee's attention.

We will be following up with Karen Trivet from the Fashion Institute of Technology for a "Textile Care" technical leaflet. Steering members can send tech leaflet ideas and contacts to Chris Hartten at [chha@loc.gov](mailto:chha@loc.gov). Liz also has a possible textile expert to approach for this article.

We would like one more editorial board member. It should be a MARAC member but not a Communications Committee member.

Respectfully submitted by Liz Scott and Ilhan Citak, Co-Chairs

# **MARAC**

## **Diversity and Inclusion Committee Report**

### **October 2018**

**Date: October 4, 2018**

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

**Re: Summary of the Diversity and Inclusion Committee Activities (July 2018-October 2018) for Fall Steering Committee Meeting, October 11, 2018**

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

#### **Appointments**

The chair of the committee began by appointing Rayna Andrews, Leslie Van Veen McRoberts, and Marci Bayer to serve as committee members in July.

#### **Committee Meetings**

The committee met two times, once virtually via web conference, and another time at the SAA conference in Washington DC. We conducted most of our work remotely and communicated via email.

#### **Committee Charge**

The committee developed language for its charge. The text is below:

“The primary purpose of the Diversity and Inclusion Committee is to facilitate, sponsor, and promote the diversity and inclusiveness within the archival profession in general and the meetings and activities of MARAC particularly.

The Committee shall develop, coordinate, and support initiatives that will enhance and support the values and goals expressed in MARAC’s diversity and inclusion statement.

The Committee shall identify ways to build and maintain an inclusive organization where differences of opinion, beliefs, and values are sought, listened to, respected, and valued.

The committee shall provide resources, consultation, and feedback to MARAC members as requested in order to support their efforts toward building and maintaining an inclusive, welcoming environment within the organization.

The committee shall serve as on-site coordinators for inclusion and diversity efforts at MARAC meetings. “

Part of this is based in part on NEA’s language regarding their Inclusion and Diversity Coordinator position.

## **Code of Conduct**

As suggested by the Diversity and Inclusion Task Force’s final report to the Steering Committee in the Fall of 2016, the Committee began work to finalize the language on a code of conduct for MARAC meetings and workshops. It requires approval from Steering committee and should be included in registration materials, programs, and displayed at conference and workshop sites.

Here is the final draft and proposed by the committee:

“The values delineated herein describe conduct based on a belief in the importance of civil discourse and the free exploration of ideas and concepts – with a fundamental respect for the rights, dignity and value of all persons.

MARAC does not tolerate harassment in any form. MARAC is committed to providing a harassment free environment for its members and others who participate in its conferences, events, meetings, formal mentoring relationships, and online spaces, regardless of age, color, creed, disability, family relationship, gender identity and expression, individual lifestyle, marital status, national origin, physical appearance, race, religion, sex, sexual orientation, or veteran status.

Harassment may include abusive verbal comments and/or discriminatory images in public spaces, deliberate intimidation, stalking, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

All participants are expected to observe these rules and behaviors in all conference venues, including online venues, and conference social events. Participants asked to stop a hostile or harassing behavior are expected to comply immediately. If an attendee continues to engage in harassing behavior, MARAC conference coordinators will take action in any form they deem appropriate, up to and including expulsion from the conference with no refund and/or notification of law enforcement authorities.

If you feel that you are in immediate danger at any time during the MARAC meeting or related event, contact law enforcement (by dialing 911) or the facility front desk without delay. If you are not in immediate danger but feel that you are being harassed or that someone else is being harassed, or if you have other concerns, please immediately contact the MARAC Chair or the Local Arrangements co-chairs. All MARAC officers can be contacted with assistance from the volunteer staff at the Registration Desk.

Conference participants seek to learn, network and have fun. Please do so responsibly and with respect for the right of others to do likewise.”

The committee discussed next steps in implementation and suggestions for implementing bystander intervention training for committee members and other members responsible for event planning and organizing.

### **Accessibility of meetings and workshops suggestions for Meetings Manual**

The committee has also been working on developing language to include in the Meetings Manual (2017). We propose that the language is placed in the section of the Meeting Policy Manual titled “Initial Evaluation of Hotel Site(s).” Currently the only mention of accessibility is one bullet point as part of general considerations for event site selection. It is the committee’s belief that this item should be expanded upon with specific steps and recommendations so as to ensure the accessibility of all MARAC events.

The language is largely adopted from “[A Guide to Planning Accessible Meetings](#),” originally published by Independent Living Research Utilization in 1993, written by June Isaacson Kailes and Darrell Jones. In 2015 the Mid-Atlantic ADA Center and TransCen, Inc. sponsored an update in recognition of the 25th anniversary of the Americans with Disabilities Act (ADA) of 1990. Also included are recommendations for setting up lactation rooms. See the appended document “Diversity and Inclusion Addenda-Accessibility Language for Meeting Planning Document”

### **Operations Manual**

The chair of the committee has submitted drafts of the entries for the Diversity and Inclusion Coordinator and Committee.

### **Website Updates**

With the assistance of the Don Sailer of the Web Team, we updated the committee’s web page to reflect its status as a standing committee. The newly developed committee charge can be found on this page. MARAC’s statement on Diversity was also added to the “About” drop down menu in the banner at the top of all of our organization’s web pages.

### **New Member Meet and Greet collaboration with Membership Committee**

Our committee has agreed to partner with the Membership Committee to improve the New Member Meet and Greet at MARAC Meetings. We hope to contribute to Memberships ongoing efforts to update this event and to explore sponsorship opportunities so as to increase the profile of the event, and increase attendance of established members. This is a natural partnership since fostering new members is one way we can increase the diversity of the organization. Our goal is to make the New Member Meet and Greet a more meaningful event.

Respectfully submitted by Josué Hurtado (chair)

## **Diversity and Inclusion Addenda: Accessibility Language for Meeting Planning Document**

*The Diversity and Inclusion Committee propose that this or similar language is placed in the section of the Meeting Policy Manual titled “Initial Evaluation of Hotel Site(s)”*

*This language is largely adopted from [A Guide to Planning Accessible Meetings](#), originally published by Independent Living Research Utilization in 1993, written by June Isaacson Kailes and Darrell Jones. In 2015 the Mid-Atlantic ADA Center and TransCen, Inc. sponsored an update in recognition of the 25th anniversary of the Americans with Disabilities Act (ADA) of 1990.*

*We also added language on lactation rooms at the end of the document.*

### **Event Site Selection**

Committee members should ask about the accessibility of facilities when considering event venues. Hotels are required to keep detailed information about the accessibility of their properties. This includes public spaces like meeting rooms, restaurants, lobbies, and parking lots, as well as accessible overnight guest rooms and other guest amenities such as fitness rooms or swimming pools.

Committee members should choose facilities that are protected by audible and visible fire alarms and a fire sprinkler system. Facilities that have ground floor meeting rooms with accessible paths directly to the outside are also preferable, as this may allow greater numbers of individuals to evacuate independently.

Committee members should consider whether there is accessible transportation to and from the airport.

Committee members should visit common areas of potential meeting hotels, walk any of the grounds that are open to the public, assess the parking lot, review access to sidewalks, safety features like call boxes or shuttle service from distant lots, proximity to public transportation, and other “first impression” criteria.

Committee members should be sure to ask about the facility’s emergency procedures and policies related to individuals with disabilities.

Does the site have policies in place that detail procedures for providing evacuation assistance to people who would have difficulty or who would be unable to:

- Use stairwells,
- Hear alarms,



- See exits,
- Understand instructions?

If a multi-story facility, does the facility have evacuation elevators (elevators with stand-by power and other safety features, which can be used in emergencies)?

- If the facility does not have evacuation elevators, does it have areas of refuge (fire-rated spaces where people who cannot use stairs can go to register a call for help and wait for responders), or
- Are there evacuation chairs or evacuation devices available to assist individuals who cannot use stairs? If so, are staff trained on how to use them?

How will staff orient people who are blind or don't see well to the locations of emergency exits?

If a hotel, does the guest registration process include asking guests whether they would need assistance in the event of an evacuation?

If multiple areas of the property will be used or there are any off-site events planned, the inspection team should visit all sites, including any transportation facilities, to ensure they are accessible. Sites should be reviewed for structural access features, including communication features such as signage and emergency alarm signals.

### **Best Practice Recommendations for Layout Planning**

Accessible restrooms should be on the same floor as meeting rooms. If accessible restrooms are not on the same floor, increase break times between sessions.

Circulation space (including aisles) should be at least 36 inches and preferably 60 inches wide so that passing room is available for people using mobility devices.

When possible, include both "horizontal" (side to side) and "vertical" (front to back) aisles to improve access and flow.

Offer accessible seating locations throughout the room so individuals with disabilities have choices similar to the choices available to others. Have event staff or volunteers in attendance at the start of each session to assist with last-minute changes (moving chairs, etc.) that may be needed.

Individuals who use scooters may remain in their scooter seats or may transfer to standard chairs and keep their scooters nearby or behind their chairs. Again, event staff may be needed to assist with adjusting furniture.

When a personal assistant accompanies an individual, plan seating to include the assistant.

If possible, leave room at the rear of the meeting space for attendees to stand or stretch.

Doors should be propped open at the start and end of each session, and event staff should be on hand to open doors during sessions if needed.

When round tables are used for a presentation, consider the use of half-round seating so that all participants may face the direction of the speakers/presentations.

### **The Presentation Area / Speaker's Platform Design and Considerations**

Presentation screens should be easily viewed from all areas of the room. Captioning should run on at least one if not all screens showing slides, videos, or live feed of the presenters.

Space for a qualified interpreter for people who are Deaf or hard of hearing should be included in all plans, and seating nearest interpreters should be reserved for individuals using those services.

When possible, offer presenters a choice of microphone type (headset, lapel, table-set, or hand-held) so that presenters can use the type that best meets their needs and preferences.

When working with multiple presenters, take steps to ensure each presenter receives equal status in the presentation environment. For example, if a panel includes four presenters, one of whom uses a wheelchair, be sure to set a space equivalent to two chairs at the panel table for the wheelchair user. If some of the presenters will be using a standing podium, offer a similar option, such as a microphone on a boom stand or a lowered podium, for the presenter who uses a wheelchair.

In no case should a presenter who uses a wheelchair or scooter be asked to present from the floor while others present from a stage. Neither should a presenter using a mobility device be seated at the end of a skirted table instead of with the other presenters. Rather, create an environment where each panelist or presenter is viewed on equal ground with the others.

If slide shows will be used, plan in advance for how they will be managed. You may need to have facilitators who advance slides instead of speakers, or have speakers use remote controls so that they can advance slides from anywhere in the room.

Find out in advance if your facility has any assistive listening systems or devices available, how the meeting room is wired and equipped for sound amplification, and if there are additional costs for accessibility equipment and associated services.

### **Managing Question and Answer / Audience Participation**

When wireless microphones and staff are available:

- Ensure at least two to three staff with wireless microphones are circulating in the crowd during question and answer periods.

- Instruct speaker and panelists not to answer questions from individuals who are not using a microphone.

When microphones are not available:

- Place blank cards and pens on each table and tell attendees in advance to use these to write down their questions. Cards can then be collected and speakers can read them into the microphone before answering. Plan for staff to assist participants who are not able to write on cards.
- Another option is to have questions called out to speakers, who then repeat the questions into the microphone before answering.

Make sure that all event and facility staff understand that service dogs are allowed in places of public accommodation, including hotels, convention centers, restaurants, and other venues that serve food. Service dogs are specifically trained to assist people with all types of disabilities.

### **Lactation Rooms**

*Adapted from [“Best Practices for Lactation Spaces for Events Organizers”](#) by Jacqueline Kazil*

Planners should put thought into selecting a lactation room. Don't just find a room and call it a lactation space. Also, bathrooms are not adequate spaces.

### **Privacy and accessibility Issues**

Provide a place that is convenient to the conference talks/activities

Provide a place that doesn't require an escort or special access.

Make sure the room has a lock.

Provide individual privacy. Decide whether or not is to be a communal space or an individual space. Make this decision based on the number of inquiries you receive before the event. Keep in mind that mothers will probably want to pump at the similar times of the day.

Communal Space should have room dividers. A lactation space can house multiple people, but there should be room dividers that offer each mother visual privacy.

If a space only has room for one mom at a time or there is limited communal space there should be a schedule, managed digitally, so individuals can reserve their times.

The time slots should be managed to align with conference talks.

Consider how you will keep non-pumpers out of the room.

Lactation space should be open an hour before and one hour after all official events.

## **Furniture and supplies**

Power outlets. Each pumping mom needs at least one outlet to pump.

Make sure the space has comfortable seating.

Provide a fridge to store milk that mothers can label and then pick up at the end of the day to take with them.

Provide a place to store ice packs somewhere during the day or access to ice at the end of the day. This is to transport the milk.

Provide access to a sink with hot water to clean pump parts. If there is no sink inside the room, then there should be a room with a sink close by, for example, next to a kitchen. Try to provide a wash tub and dish soap.

Provide a place to store pumping equipment securely throughout the day.

Provide general instructions for using the space, users responsibility for maintaining the space, and contacts if there are issues. Put instructions online, but also print a copy and tape up on the wall in the space.

Provide a way for mothers to leave other mothers a note. This could be a white board, poster board, or sticky notes.

Ideally try to provide pump wipes, sanitizing wipes, and disposable gloves

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## MARAC Education Committee Report

### **Education**

Paige Newman, Chair

Deirdre Joyce

Dawn Sherman-Fells

Leslie Van Veen McRoberts

Elizabeth Wilkinson

### **Morgantown Conference Workshops Spring 2019:**

Red Flag! Identifying Preservation Needs While Processing Collections

Full-Day Workshop: 9AM-4PM

Instructor: Dyani Feige

Project Management for Archival Processing

Full-Day Workshop: 9AM-4PM

Instructor: Vin Novara

Tentative: Intro to ArchivesSpace

Full-Day Workshop: 9AM-4PM

Instructor: TBD

### **Off-Conference Workshops:**

Planning:

Co-sponsor two workshops with Virginia Association of Museums (VAM):

Care and Identification of Color Photographs

Instructor: Hillary S. Kativa, Science History Institute

Location: Library of Virginia

Archives on the Move

Instructors: Kaitlin Holt and Jen Hoyer

Location: Mount Vernon

**Continued tasks::**

- ~ Workshop instructors' contracts - Complete and ready for approval by Steering by end of 2018
- ~ Workshop cancellation/refund policy - Complete and ready for approval by Steering by end of 2018
- ~ Contacting past workshop instructors and host institutions to create a "go-to" list to streamline planning off conference workshops
- ~ Establishing guidelines for co-sponsorship
- ~ Creating a MARAC Archives Institute

# MARAC

## Membership Committee Report

### October 2018

#### Membership

- Sara A. Borden, Chair
- Sierra Green
- Theresa Altieri Taplin
- Helice Koffler
- Sheridan Sayles (also a member of the Mentorship Program Sub-Committee)
- Yukako Tatsumi
- Cara Griggs
- Vin Novara, Mentorship Program Sub-Committee Liaison
  - Tyler Stump
  - Jennifer King
- Jennie Knies, MARAC Secretary (ex-officio)
- Sara Predmore, MARAC Administrator (ex-officio)

#### Progress and News

- Mentorship Program
  - A sub-committee consisting of four people has been created to spearhead the mentorship program. They are currently working on tailoring documentation provided by New England Archivists to meet MARAC's needs. They hope to roll out the program this fall or winter.
- New Member Meet & Greet
  - Theresa and Sheridan worked closely with the Wilmington PLAC to plan the New Member Meet & Greet. Sara will not be in attendance due to a scheduling conflict, so Sheridan will serve as point person. The event will feature light refreshments and a cash bar, as well as ice-breaker games. These games are variations on black jack and Twister that we hope attendees will enjoy. They should, at least, facilitate some networking. There will also be door prizes for attendees. We will use this model moving forward. We are also working to partner with the Diversity and Inclusion Committee to enhance the Meet & Greet. We are also exploring funding opportunities.
- Upcoming Priorities
  - Resurrecting the graduate school liaison program
  - Formalizing the procedures for rideshare/roomshare facilitation
  - Partnering with Diversity and Inclusion to increase membership among students and other demographics with low representation rates

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## **Nominations and Elections Committee Report October 2018**

NEC put out a call for nominees in the *Mid-Atlantic Archivist* and via an email to the MARAC listserv. The committee thanks Jodi Boyle and Sarah Predmore for their assistance with publicizing these announcements.

Henderson updated the NEC operations manual.

The committee has begun compiling a working ballot for the 2019 elections. We request that the caucus representatives make an announcement at their respective meetings to encourage members to consider serving in one of the open positions. And we request that the Chair make a similar announcement at the Business Meeting.

Open positions include:

### Officers:

- Chair-Elect, 2-year term
- Secretary, 2-year term
- Meetings Coordinator, 2-year term

Members-at-Large, 2-year term (4 positions)

### Committees:

- Awards Committee, 3-year term (1 position available)
- 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)

NEC will be meeting on Friday at 10am to discuss progress and plan further actions.

I would like to thank my fellow committee members – Darlene Richardson, Meg Hogan Snyder, Jason Speck, and John Zarrillo – for their continued service.

Respectfully submitted,

Jennifer Henderson  
Chair, Nominations and Elections Committee