

Report from MARAC Awards Committee
Summer 2017 Steering Committee Meeting, July 20, 2018

The Awards committee has issued calls for Custer and Finch awards in anticipation of the Fall Meeting.

Committee membership for 2018 has changed to:

Tara Wink, Custer
Vin Novara, DSA
Cara Howe, Finding Aids/Finch
Emily Cottle, Scholarships

Respectfully submitted,

Adriana P. Cuervo, CA
Awards Committee Chair

MARAC

Mid-Atlantic Regional Archives Conference

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

Date: July 13, 2018

To: Members of the MARAC Steering Committee

Re: Summary of the Communications Committee Activities (May 2018-July 2018) for Summer Steering Committee Meeting, July 20, 2018

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

Newsletter MAA: Jodi and Michael will be implementing a new series in the upcoming newsletters which will debut in the Summer issue. “MARAC Turns 50” will be a regular feature where past chairs will reflect on the significance of MARAC over the past 50 years, note how their time as chair affected their overall archival career, and share some memorable MARAC moments. The first past chair to be participating in the column will be Ron Becker. Geof Huth will write the Fall 2018 column. The last issue of the *MAA* was published on July 6, 2018.

Blog/Social Media: Lynsey Sczechowicz has stepped down as our social media coordinator which has been handed over to Kathleen Donahoe. We appreciate Lynsey’s excellent work on the committee and wish her well. We also welcome Kathleen to the position.

Technical Leaflets: Chris and Heidi have been investigating registering the Technical Leaflets to become a peer-reviewed publication. With the help of Sara Predmore, they applied for an ISSN number through the Library of Congress. In April, they found out it was accepted and received an ISSN number for both a print and online version of the Technical Leaflets series. Currently, Chris and Heidi are working on an author agreement which is a contract that they would like authors to sign before we publish their works in the Technical Leaflets. It was talked about at the Spring Steering meeting but we all thought that perhaps it should be run by our legal team to make sure it was acceptable to use. See Appendix A for a draft of the contract.

Additionally, the Communications Committee will be setting up a MARAC table at the upcoming Society of American Archivists meeting in Washington, DC. This is a free table which will have brochures and newsletters about MARAC where we hope to meet and talk with new as well as old members. This is the third year in a row that we will have the table at SAA. Sara Predmore will be sending out a box of materials to a designated member of Steering and Liz Scott will be creating a Google doc sign-up sheet where Steering members can volunteer their time to man the table.

Respectfully submitted by Liz Scott and Ilhan Citak

Communications Committee Report, July 2018-Appendix A

Author Contract (Draft)



Date

Name

Address

Dear [Name of Author]:

We are delighted to inform you that the technical leaflet you submitted to the Mid-Atlantic Regional Archives Conference (MARAC) has been accepted for publication.

You will retain copyright to the leaflet following its publication on the MARAC website. Authors of accepted works will assign to MARAC the non-exclusive right to electronically distribute these materials. All published works will include licensing information reflecting the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International Public License:

<https://creativecommons.org/licenses/by-nc-nd/4.0/legalcode>

MARAC reserves the right to revise, edit, or otherwise modify the work, and the author agrees to cooperate with the review and editing process. We understand, and you warrant to us, that the manuscript is original and previously unpublished. You further represent and warrant that to the best of your knowledge the leaflet will not infringe on another's work or violate any right of privacy or other right of a third party. In the event that any complaints or claims relating to the work are made by any third party at any time, whether a formal legal complaint or otherwise, the author will fully cooperate with MARAC in responding to and defending against such complaints or claims.

Please sign and date this contract and submit it as a scanned attachment to chha@loc.gov.

Sincerely,

Chris Hartten
Editorial Board
Mid-Atlantic Regional Archives Conference

Agreed and accepted: _____

[Name of Author]

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MARAC Education Committee Report

Hershey Conference Spring 2018:

Hershey workshops a success!

Wilmington Conference Workshops Fall 2018:

Teaching with Primary Sources of the Delaware Public Archives

Half-Day Workshop: 9AM-12PM

Instructor: Thomas M. Summers, Delaware Public Archives

Understanding Diversity

Two Half-Day Workshops: 9AM-12PM and 1PM-4PM

Instructor: Jennifer R. Daniels, University of Delaware

Build A Memory Lab

Full-Day Workshop: 9AM-4PM

Instructor: Siobhan C. Hagan, DC Public Library

Ready or Not? Developing and Testing Disaster Plans Before Disaster Strikes

Half-Day Workshop: 1PM-4PM

Instructor: Pat Young, Delaware Disaster Assistance Team

Morgantown Conference Workshops Spring 2019:

Collections Care: Theme TBD

Full-Day Workshop: 9AM-4PM

Instructor: Dyani Feige

Off-Conference Workshops:

Planning: Project Management for Archival Processing – Frederick, MD

Other activities:

- ~ Edit suggested MARAC workshop instructors contracts
- ~ Edit suggested MARAC workshop cancellation/refund policy
- ~ In process of contacting past workshop instructors and host institutions to create a “go-to” list to streamline planning off conference workshops
- ~ Met with workshop coordinator of Virginia Association of Museums to discuss planning joint workshops with hopes to foster similar relationships with other states within MARAC

Education Committee:

Deirdre Joyce

Dawn Sherman-Fells

Leslie Van Veen McRoberts

Elizabeth Wilkinson

Respectfully submitted by Paige Newman

MARAC

Membership Committee Report

July 2018

Membership

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

Progress and News

- Mentorship Program
 - Vin Novara, immediate past MARAC Chair, has joined the Membership Committee in order to assist us in launching the Mentorship Program. We surveyed several similar programs and decided to model ours on that of the New England Archivists (NEA). The NEA program uses “circles” in which multiple mentees are set up with one or two mentors. We have had conversations with the administrators of the NEA program, who, along with the Board, have given us permission to use their documents and model. We are currently working on modifying the NEA documents and setting up a framework for the debut of the program. One notable piece of information from the discussions with NEA about the Mentorship Program is that the committee administering it consists of four members dedicated solely to running it.
- New Member Meet & Greet
 - The Membership Committee had extensive discussions about how to handle the New Member Meet & Greet as we think it’s very important that it continue. We played around with the idea of finding a new date/time for it, but ultimately decided to keep the Thursday evening timeslot. In order to ensure that the event continues to get planned, one person from the Membership Committee will serve as a liaison to the Local Arrangements Committee. For Wilmington, Theresa Altieri Taplin and Sheridan Sayles have been sharing this position, though we got started a bit late to do anything really significant. For West Virginia, Sheridan Sayles will be the liaison. We are working on ice-breaker games and planning on acquiring door prizes.

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Nominations and Elections Committee Report July 2018

Committee materials were transferred to incoming chair, Jennifer Henderson, by Melissa Lindberg, outgoing chair.

Henderson communicated with committee members (Darlene Richardson, Meg Snyder, Jason Speck, and John Zarrillo) regarding committee responsibilities and timelines.

The Committee looks forward to a successful nominations and election process in the year ahead.

Respectfully submitted,

Jennifer Henderson
Chair, Nominations and Elections Committee