

Report from MARAC Awards Committee  
Summer 2017 Steering Committee Meeting, July 14, 2017

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

Committee membership for 2017 has changed to:

Laura Streett, Custer  
Brian Keough, DSA  
Caitlin Goodman, Finding Aids  
Emily Cottle, Scholarships

The Awards Committee also requests Steering to finalize the parameters for the Challenge Scholarship that Sharmila brought to MARAC on behalf of the Anonymous Donor. There are three issues that remain on the table, and if Steering could make a decision on these we can move on to the advertising and awarding phase:

1. Finalize giving award to student vs award sent to the school. The discussion at the April meeting had people on both camps. Some preferred giving it directly to the school to count towards the student's tuition. Others believed that it is better to award the funds directly to the student as financial need may not be tuition-related (books, health insurance, computer, etc.) and it would go where it is most needed.
2. Should we require the applicants be MARAC members?
3. Should the awardee write a brief thank you note where MARAC can learn more about our newest/up-and-coming members? Where should it be advertised? MAA? MARAC website?

Please see the attached document for reference.

Respectfully submitted,

Adriana P. Cuervo, CA  
Awards Committee Chair

## **Graduate School Archival Education Scholarship**

### **About:**

MARAC received a donation of \$500 from an anonymous donor as a challenge grant. MARAC was required to raise matching funds in order to receive the funds from the donor. The Graduate School Archival Education Scholarship is for students who live or attend a school in the MARAC region and plans to enter the archival profession. One scholarship will be offered for the 2017-2018 academic year.

### **Purpose:**

To provide financial assistance to a student in the MARAC region and to promote the study of archival administration.

### **Award:**

One-time \$1000 award for the 2017-2018 school year.

### **Eligibility:**

In order to be eligible for the scholarship, an applicant must be:

- a resident or full-time student residing in one of the following states: Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia and West Virginia, and in the District of Columbia.
- currently enrolled or accepted into a graduate program in archival studies.

### **Application:**

Applications are due **<insert date>** and must include the following documents (print or electronic):

- Application form (would include basic applicant info (name, address, educational program, etc.)
- Current resume including:
  - Education
  - Relevant (archives related) employment/volunteer/internship experience
  - Honors, scholarships or awards received
  - Memberships in professional organizations
- Essay of no more than 500 words outlining the applicant's interests and future goals in archival administration and how the scholarship would help you meet them.
- One letter of recommendation.

The scholarship recipient is required to submit a brief article to be included in the next issue of the Mid-Atlantic Archivist Newsletter or MARAC Website following the award.

# MARAC

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**Date: July 7, 2017**

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

**Re: Summary of the Communications Committee Activities (May 2017-July 2017) for Summer Steering Committee Meeting, July 14, 2017**

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

**Newsletter MAA:** The Summer 2017 issue was submitted to the designer on June 6th and is currently being worked on and expected to be published the week of July 10th. The summer issue takes the longest to be published because of the designer's workload at this time of year. Last year we published the issue in mid-July.

The issue includes a conversation with new chair Vin Novara, articles looking back to MARAC Newark, one looking ahead to Buffalo, a feature by Geof Huth of the NYC Courts about his complex work with fragile records there, an article by an award winning student researcher from Gettysburg College about using archives, caucus news, and the regular What Is It column which is written by Heather Bollinger of the Fairfax Circuit Court Historic Records Center this time.

**Advertisements:** To date, there are two renewals for the next year and Eric will work on "cold" emailing other potential advertisers to see if they might be interested in advertising in the newsletter. There is room for some further ads, since Lyrasis will not be advertising in upcoming issues, either their own services or on behalf of ArchivesSpace. Projected revenue for the summer and fall issues is \$944.00 per issue.

**Blog/Social Media:** Lynsey has been posting regularly to the social media accounts. The most notable occurrence with our social media and blog was the increased activity that surrounded the Spring Conference, both during the conference and afterwards in review.

**Technical Leaflets:** Christopher Hartten has agreed to join the committee and replace Maureen Cech as Technical Leaflets Editor. Chris will be officially joining the committee in July but has already gained access to the previous work done on the leaflets and is excited to begin.

The Communications Committee and the Membership Committee have secured a free table for MARAC at the upcoming SAA conference in Portland, OR. We will be sending out a Google

sign-up document and asking Steering members to take a few hours out of their schedule to sit at the table and greet prospective and current members. We will also have copies of the *Mid-Atlantic Archivist* to hand out as well as brochures.

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

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MARAC Education Committee Report

Respectfully submitted by Paige Newman, 7 July 2017

Education Committee includes: Evan Echols, Deirdre Joyce, Dawn Sherman-Fells, and Elizabeth Wilkinson

On April 20<sup>th</sup>, I became Chair of the Education Committee/Workshop Coordinator. I want to thank past Chair Laurie Sather for her knowledge, many notes, and patience.

Off-conference workshops have been successful and well attended.

## Upcoming Workshops

### Workshops Taking Place at Buffalo:

#### **Evidence-Based Practices and Assessment in Special Collections and Archives**

Full Day Workshop: 9AM-4PM

INSTRUCTORS: Christian Dupont, *Boston College* and Emile Hardman, *Harvard University*

In this workshop, participants will learn about assessment techniques associated with special collections and archives with a particular emphasis on public services and instructional outreach. The workshop will suggest appropriate standardized measures and related metrics that can inform evidence-based decision making within special collections departments. Qualitative and quantitative evidence-gathering techniques specific to special collections and archives will be discussed. In addition, participants will learn practical advice about incorporating primary source literacy into special collections programs and services.

*Participants should bring a laptop or tablet for group exercises.*

#### **Introduction to Genealogy for the Unsuspecting Archivist Workshop**

Full Day Workshop: 9AM-4PM

INSTRUCTOR: Mary Mannix, *Frederick County Public Libraries*

Archivists have often had very ambivalent relationships with genealogists even though family historians are the primary patron base for many institutions. Those institutions that are not frequented by genealogists regularly utilize family search methodology, whether they know it or not, for such regular tasks as researching donors and writing finding aids. The more archivists know about basic genealogy, the better prepared they will be to locate information on any person, dead or alive. This workshop will provide a crash course on how to handle the "pesky" family historian and provide an overview on basic genealogy methodology. The most popular online tools and subscription databases will also be discussed. You may

find that genealogists aren't that bad after all and that you actually may have collections that will interest this misunderstood, yet very supportive, clientele. Just as genealogists are advised to understand the world of archives and learn to talk our talk, perhaps it is time we all learned to talk genealogy.

### **Project Management for Archival Processing**

Full-Day Workshop: 9 AM–4 PM

INSTRUCTOR: Vincent Novara, *University of Maryland*

This workshop focuses on introductory techniques and common tools for project management. Workshop participants will learn how to establish, define, plan, implement, and execute archival projects. Attention is given to strengthening prioritization skills and workflow planning as they pertain to processing projects executed by various levels of staffing, including the lone arranger. The workshop also addresses interpretive projects such as exhibitions and digital initiatives. Participants will learn how to determine project goals and objectives, compose project objective statements, establish work breakdown structures, estimate project budgets, create project and communication plans, schedule and track tasks using Gantt Charts, and conduct a post-project evaluation. Throughout the workshop, standard project management terminology is applied to common archives tasks, and an overview is given of Earned Value Assessment.

**Workshops in the works for Hersey and Wilmington** – will confirm instructor availability

#### **Hersey**

##### **Data Privacy for Born Digital Collections**

Instructor: Alexis Antracoli, *Princeton University Mudd Manuscript Library*

Half-day Workshop

##### **Dating 19<sup>th</sup> Century Portrait Photographs**

Instructor: Gary Saretzky, *Monmouth County Archives*

Half-day Workshop - requested an additional 30 minutes added to workshop time

#### **Hersey or Wilmington**

##### **Care and Identification of Color Photographs**

Instructor: Hillary Kativa, *Chemical Heritage Foundation*

Half-day Workshop

### **Off-conference workshops scheduled**

July 11 at University of Maryland, College Park, Data Privacy – Alexis Antracoli

July 21 at Princeton University, Princeton, There's an API for That! – Valerie Addonizio and Lora Woodford

August 4 at Chemical Heritage Foundation, Philadelphia, Audiovisual Processing – Siobhan Hagan

August 11 at American Philosophical Society, Philadelphia, Rare Books for Archivists – Michael Knies

August 23 at Virginia Historical Society, Richmond, Project Management in the Archival Workplace – Vincent Novara

September 12 at Brooklyn Historical Society, Data Privacy – Alexis Antracoli

September 15 at Center for Jewish History, New York, There's an API for That! – Valerie Addonizio and Lora Woodford

September 19 at NARA, College Park, Project Management in the Archival Workplace – Vincent Novara

September 22 at University Maryland (UMBC), Rare Books for Archivists – Michael Knies

### **Off-conference workshops in Development**

Library of Virginia, Richmond, and American Philosophical Society, Philadelphia, Copyright with Peter Hirtle

University of Virginia Libraries, Charlottesville, There's an API for That!

DC Public Library, Washington, D.C., Archives on the Move

Frederick County Public Library, Project Management with Vin Novara

### **Post-Conference Newark Activities:**

Four posts were submitted to the MARAC Blog:

\*There's an API for That by Juliana Magro, Queens College

\*Empire Archives Discovery Collaborative by Barbara Gombach, student, LIU-Palmer Archives & Records Management Certificate Program

\*Dating 19<sup>th</sup> Century Portrait Photographs by Barbara Gombach

\*Two great loves on one tour: Archives and Jazz by Celia Hartmann, The Metropolitan Museum of Art

# MARAC

## Membership Committee Report

### July 2017

#### Membership

- Sara A. Borden, Chair
- Sierra Green
- Theresa Altieri
- Jason Speck
- Suzanne Gould
- Yukako Tatsumi
- Cara Griggs
- Jennie Knies, MARAC Secretary (ex-officio)
- Sara Predmore, MARAC Administrator (ex-officio)

#### Progress and News

- Graduate Student Liaison Sub-Committee  
Cara and her Sub-Committee have recently created a plan to re-launch this program. They are currently working to enact it. The plan is available for viewing upon request.
- Navigator Program Sub-Committee  
Cara also headed up a Navigator Program Sub-Committee. We plan to offer Navigators once again for Buffalo.
- “Guide to MARAC”  
Yukako created a “Guide to MARAC” PowerPoint. Sara presented it at the Spring MARAC New Member Orientation in April 2017. It was well-received and we received some feedback, which we are incorporating. We will also roll it out for use at other potential member-recruiting events.
- Future New Member Receptions  
The New Member reception in Newark was well-attended and enjoyable. Sara will work with Local Arrangements Committees to plan future fun get-togethers for new members on Thursday evenings of upcoming conferences.
- Committee Membership  
New MARAC Chair, Vincent Novara, has asked Sara to remain on as Chair, which she is happy to do. Some committee members will be rotating off the committee as their terms end and Sara will work with Vin to recruit new members.
- Goals for the Membership Committee  
Sara would like to set up some concrete goals for the Membership Committee to achieve so as to contribute more to MARAC. She, Vin, and Chair-Elect Rebecca Collier have plans to have a phone call to discuss goals for the committee, including setting up a mentoring program and a mechanism by which new business items could be recommended to the Steering Committee by the membership.



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## **Nominations and Elections Committee Report July 2017**

Because the work of the Nominations and Elections Committee is concentrated in the fall and winter, this report will focus on our plans for the near future. Before the fall meeting we plan to:

- Make soft inquiries for candidates for MARAC positions at the SAA Annual Meeting in Portland later this month.
- About a month before the fall meeting, send out an email to all MARAC members seeking nominations for open positions, to be distributed by the MARAC Administrator. At that time we will also share this information on the MARAC website and through social media.

Respectfully submitted,

Melissa Lindberg  
Chair, Nominations and Elections Committee

## **2017 Archives Fair-- Save the Date and Call for Papers**

American Archives Month is just 4 months away and planning is well underway for the DC area 2017 Archives Fair: Performance and Preservation.

In an effort to draw more public attendance, the Fair will be held on Saturday this year- Save the Date for October 21, 11 am to 4 pm, at the National Museum of American History.

Co-sponsored by the National Archives Assembly and our colleagues in the Smithsonian Institution Archives and Special Collections Council and the Mid-Atlantic Regional Archives Conference DC and Maryland Caucuses, the Fair provides a platform for you to share your archival work and engage in dialogue with archival colleagues and the general public.

This year's theme - Performance and Preservation - highlights the ways in which the preservation of archival collections translates into the preservation of culture through the performance and artistry of individuals and communities across the United States and around the world. It also highlights the services and functions archives perform in their communities-- for example, ensuring the rights and entitlements of citizens, holding government accountable, and documenting the history of their communities.

There are many ways to participate. Paper proposals are due July 7. Reservations for public outreach tables are also open until September 15, and we can always use help from Assembly members behind the scenes. Or just mark your calendar and enjoy a day with colleagues from across the region.