

MARAC

Mid-Atlantic Regional Archives Conference

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Report of the Ad Hoc Disaster Relief Committee

Members: Wesley Chenault, Kenneth Cleary, Christine George, Lindsey Loeper.

Submitted by Kenneth Cleary
January 23, 2017

The Ad Hoc Disaster Relief Committee has had no new grant applications or other business since the meeting in Annapolis.

Respectfully submitted,
Ken Cleary

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Date: January 19, 2017

To: Members of the MARAC Steering Committee

**Re: Summary of the Communications Committee Activities (November 2016-January 2017)
for Winter Steering Committee Meeting, January 27, 2017**

The Communications Committee had a teleconference on January 9, 2016 from 2:00-3:00pm. Liz, Ilhan, Eric, Jodi, Heidi, and Lysney were present. Maureen and Michael were not able to attend.

Jim Gerencser asked the Committee to draft guidelines to aid the new Administrator in disseminating information to the MARAC membership via the appropriate outlet (email, blog, MAA, social media). Jodi and Liz drafted a Communications Guidelines document which included various examples for the Administrator to follow as to what gets sent out and where. The entire Communications Committee then edited and vetted the document.

A copy of the document can be viewed below:

https://docs.google.com/document/d/1U5j1gHw7MNUGp-8zqucUn7SQX_uHBJkcfq2GcHSfCxY/edit

The document is meant to be updated and edited as needed. Liz received feedback from the new Administrator, Sara Predmore, who said it has been helpful to her thus far.

Social Media: The Committee successfully recruited a member to handle MARAC social media. Lynsey Sczechowicz has already hit the ground running with ideas on how to revitalize our Facebook and Twitter feeds. She has been looking at Twitter analytics as well as statistics on Facebook and hopes to compile more data on the platforms going forward. Also, she has been working closely with the upcoming LAC for the Newark meeting and has secured a hashtag for the conference.

Blog: After updating and making timely posts to the blog for many years, Heidi will be stepping down from that responsibility. Since the blog is closely related to social media, we asked Lynsey if she would be interested in taking it over and she agreed to do so. In prior meetings, the Committee discussed moving the MARAC blog to a WordPress platform for ease of use and a more professional look and has decided to move forward in doing so. Lynsey looked into the

migration and believes it will be able to go smoothly and that no content will be lost. Before anything occurs, Liz and Ilhan will be contacting the Web Team to discuss this possible change and make sure there is support for the project.

MAA: Jodi noted that the Winter issue of the *MAA* will be out by the end of January and that the Spring issue has an editorial deadline of March 1. She also stated that she has been in contact with the Pennsylvania Historical Association who would like to do more collaboration with us in the future, particularly in terms of articles in our publications, but that it may grow to more involvement in conferences as well.

Advertisements: Eric noted that there were nine ads in the Winter issue of the *MAA* for a total revenue of \$967.00. He is beginning to ask advertisers about renewing their ads with the publication and is still reaching out to new potential advertisers.

Technical Leaflets: Maureen reports that the leaflet on disaster planning is nearing completion and that two MARAC members have been selected as reviewers. Also, a new updated template for the look and feel of the technical leaflets has been chosen and will make its debut soon.

Finally, Maureen Cech's term will be ending in Spring 2017 and due to professional commitments, she is unable to continue as Technical Leaflets Editor on the Committee and will therefore need to be replaced.

Liz and Ilhan will be reaching out to the Web Team regarding several issues including asking them to update the Communications Committee contacts page.

Respectfully submitted by Elizabeth Scott and Ilhan Citak.

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Date: January 23, 2017

To: Steering Committee

From: Sharmila Bhatia, Development Coordinator

Subject: Development Coordinator's Report to Steering.

Disaster Relief Fund: During the Fall Meeting in Annapolis, MARAC sponsored a "Day of Giving" to replenish the Disaster Fund which had been depleted by donations to two repositories after the flooding in West Virginia. During the conference, members donated nearly \$1,300.

Graduate School Archival Education Scholarships: I have received a proposal for MARAC to offer \$1,000 Graduate School Archival Education Scholarships for students who live or attend a school in the MARAC region. We have a promise from an anonymous donor for sponsorship of \$500 in support of this scholarship. The remaining funds will be allocated by MARAC.

If Steering Committee supports this proposal, the next step is to develop an application process and criteria for selection. I will review similar scholarship programs offered by archival and records management organizations and submit a proposal to MARAC by the Spring Meeting.

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MARAC Education Committee Report

Laurie Sather, January 27, 2017

I. Past and Upcoming Workshops

Workshops Taking Place at Newark:

- A. Dating 19th Century Portrait Photographs
Instructor: Gary Saretzky, Monmouth County Archives
Half-day

Old portrait photographs are often found without dates, but trained archivists can frequently estimate dates fairly precisely based on the type of photograph; sitter's identity and clothing; physical characteristics of the photo, including mounting styles and mount information; photographer; and other factors. The date may be needed by researchers, but it is also helpful for cataloging and to confirm identification of the subject. In this half-day workshop, the presenter will explain major types of 19th century photographic processes used for portraiture, indicate when they were popular, and teach techniques for dating photographs. Participants will learn how to use a micrometer to measure mounting board thickness. Slide presentations with several hundred examples will show dated cartes-de-visite, cabinet cards, and ferrotypes to help participants learn how the look of such images and their mounts evolved between the 1850s and 1900. The presenter will also bring vintage examples of the various processes and discuss how to identify and date them. After the lecture, participants will break up into pairs and try to date original examples using the micrometer and handouts with dating tips. The presenter will provide published references helpful for dating photographs and a bibliography of relevant publications and websites. Although not the main focus, the presenter will also provide guidance on the preservation of 19th-century photographs. Participants may bring examples from their own collections for analysis and discussion.

- B. Care and Identification of Color Photographs
Instructor: Hillary Kativa, Chemical Heritage Foundation
Half-day

This workshop will provide a general introduction to the care and identification of color photographs, with a primary emphasis on twentieth and twenty-first-century

materials. The workshop will begin with a brief history of the development of color photography and common color processes, including screen plate color, dye transfer, and chromogenic development. The instructor will also discuss various printing techniques for digital images, including inkjet, dye sublimation, and electrophotography. The second half of the workshop will address concerns for the care and preservation of color photographs, with particular attention given to the unique qualities that distinguish color photographs from B&W ones. Attendees will leave this workshop with an enhanced understanding of the types of color photographs in their collections and how to best care for these materials, as well as a variety of resources for further study.

- C. Untitled (A workshop on cleaning up metadata using Open Refine)
Instructors: Doreva Belfiore and Gabe Galson, Temple University
Half-day

OpenRefine is a powerful open-source tool used to clean up messy data. Participants in this hands-on workshop will be introduced to OpenRefine's basic operations, then put their skills into practice through the manipulation of example datasets. No OpenRefine experience is necessary, only an interest in manipulating metadata and tabular (spreadsheet) data. The presenters will demonstrate the ways in which OpenRefine can be incorporated into archival workflows, as well as how the program can be used to clean up and normalize metadata used in archival description, digitization, and digital humanities projects. OpenRefine's powerful metadata enhancement capabilities will also be overviewed, in particular its geocoding functionalities and controlled vocabulary reconciliation services.

Course Requirements:

A WiFi enabled laptop with at least 4 gigabytes of RAM and 100 gigabytes of free hard drive space. Java JRE must be installed and enabled (<https://www.java.com/en/download/>). Attendees must have administrative rights to their laptop, and must be able to install software and download documents from the internet.

- D. Data Privacy for Born Digital Collections
Instructor: Alexis Antracoli, Princeton University
Half-day

This workshop will provide participants with an opportunity to learn about data privacy issues in born digital collections. Attendees will learn about the range of data that presents privacy concerns (e.g. social security numbers, financial information, directory information), relevant laws (e.g. FERPA, HIPAA), and the role of institutional policy in shaping how archivists should handle sensitive data in their born digital collections. Participants will have the opportunity to learn about and use several software tools that can assist with identifying sensitive data both before and after it arrives at the archives and will engage with case studies about how to handle sensitive data when found in a collection. The workshop is geared towards those with little to no prior experience or knowledge about data privacy, but how have at least some hands-on experience with born digital materials.

Course Requirements:

A laptop with a multi-core CPU (ex: the Intel i3, i5, and i7 series, or the AMD FX, Athlon II, and Phenom II series), at least 4 gigabytes of RAM, and 30GB of available hard drive space. The ability to download and install software on the laptop, including all administration passwords for the system. Preferably a PC operating system, Linux is acceptable, only some exercises will be available with a MAC.

- E. There's an API for That!: An Introduction to Application Programming Interfaces (APIs) for Archivists
Instructors: Lora Woodford and Valerie Addonizio, John Hopkins University
Full-day

Have you ever heard the phrase, "Use the API for that!" and wished you actually could? This workshop will familiarize participants with Application Programming Interfaces (APIs) in general, and illustrate salient points with a deep dive into the ArchivesSpace API in particular. After presenting a brief history of APIs, workshop leaders will lead participants through several hands-on exercises illustrating how APIs can aid you in your archival work (including appraisal, accessioning, social media/web archiving, data cleanup, systems' integrations, etc.). This workshop is intended for novice users of web applications with APIs (such as ArchivesSpace, Omeka, certain DAMS and repositories). No command line or programming experience is necessary. There will be a Q&A for dedicated discussion of your problems with API solutions. At the conclusion of this workshop, participants will:

- Gain a conceptual understanding of APIs, and what they are (and are not) capable of doing;
- Understand how systems with APIs communicate with one another;
- GET, POST, and DELETE information via a RESTful API;
- Iteratively manipulate and update data with Python scripts;
- Receive easy step-by-step guides and resources for working with the ArchivesSpace API.

Course requirements:

A laptop with a multi-core CPU (ex: the Intel i3, i5, and i7 series, or the AMD FX, Athlon II, and Phenom II series), at least 4 gigabytes of RAM, and 10GB of available hard disk space. The ability to download and install software on the laptop.

Currently no off-conference workshops scheduled

Under Development:

A survey for the membership, which lists all the current offerings and asks:

1. Which workshops would you want to take?
2. Where do you live?
3. What is the distance you would be willing to travel to take that workshop?

Survey is completed and ready to be emailed to membership.

II. Transition Team

The Education Committee is exploring the following: (the name besides each new idea is the team leader for that project)

- Webinars, Evan Echols
- Podcasts, Deirdre Joyce
- Post-conference round-ups, Dawn Sherman-Fells
- Bibliography/Resources list for Continuing ed (e.g. a wiki), Elizabeth Wilkinson

Some of these projects will take longer to implement than others.

Post Conference Rounds-Ups program was launched for the Annapolis conference and will be done again for the Newark conference.

Report from MARAC Awards Committee
Winter 2017 Steering Committee Meeting, January 27, 2017

The Awards Committee members have been diligently preparing for a new round of nominations. The Finding Aid Awards committee received seven submissions and are in the process of selecting a winner. The scholarship committee has been working with the Newark PC and are ready to place the call for nominations alongside the meeting's program website. The Distinguished Service Awards nomination is open, and the deadline for submission is 1/31/2017. Please see <http://www.marac.info/distinguished-service-award> for more information.

The review of a master calendar/handbook for the awards committee is in process, and a draft will be circulated in anticipation of the Steering Committee meeting in April.

Respectfully submitted,

Adriana P. Cuervo, CA
Awards Committee Chair

MARAC Nominations and Elections Committee Report January 2017

The Nominations and Elections Committee worked diligently to develop a slate of candidates for the 2017 election. I'm pleased to report that the NEC confirmed 36 candidates for the following 17 positions:

- Chair-Elect
- Secretary
- Meetings Coordinator
- Members-at-Large (4 positions)
- Nominations and Elections Committee (3 positions)
- Arline Custer Award Committee (2 positions)
- Finding Aids Award Committee (2 positions)
- Scholarship Committee (2 positions)
- Distinguished Service Award Committee (1 position)

The 2017 election will run from January 24 through February 22. Once the election closes and electronic and paper ballots are tallied, NEC members will contact winners by Wednesday, March 1 so that those who need to attend the Spring Steering Committee can make appropriate plans.

I'm incredibly grateful for all of the assistance provided to the NEC in the run-up to the election. Acting MARAC Administrator, Jim Gerencser, provided valuable insight and assistance with planning the details of the election. Don Sailer and the Web Team provided essential support in preparing paper and electronic ballots for the election. New MARAC Administrator, Sara Predmore, deserves many kudos for her assistance so soon after beginning in her new position. Finally, many thanks go to my steadfast NEC committee members of Jessica Johnson, Lynn Eaton, Valerie-Anne Lutz, and Andrew Cassidy-Amstutz for their work throughout the process, and especially in the final month leading up to the election. It has been a pleasure to serve on this committee with them this year.

Respectfully submitted,

Katie Hall, Chair
January 23, 2017

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Membership Committee Report

January 2017

Membership

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

Progress and News

- Navigator Program
Last fall, Cara agreed to head up a subcommittee to re-launch the Navigator Program for Newark. She is currently researching past efforts to create a successful strategy to reach a larger audience. We hope to have a larger group of those who'd like Navigators at MARAC (we always have a wonderful surplus of Navigators).
- Graduate School Liaisons Program
Cara also volunteered last fall to lead a subcommittee to reignite the MARAC Graduate School Liaison Program. Jason and Sierra join her on this subcommittee. They are looking at previous promotional materials and planning their strategy for revamping the program.
- "Guide to MARAC"
Yukako and Theresa are currently working on "Guide to MARAC" PowerPoint.
- Newark New Member Reception
Sara is working with Weatherly Stephan and Laurie Thomas of the Newark Local Arrangements Committee to plan a fun get-together for new members on Thursday, April 20, from 7-10PM. They hope to have a conference call scheduled in late January to discuss plans.
- New Member Orientation
The New Member Orientation is scheduled for Friday, April 21, at 8:15AM in a location to be determined. Sara has not yet polled the Committee to inquire whether which members will be in attendance. However, Sara plans to attend and will chair the session as usual. As many members of Steering Committee as are available are encouraged to attend.