

**MARAC**  
**Distinguished Service Award Committee Report**  
**Steering Committee Meeting**  
**Harrisburg, PA**  
**November 11, 2010**

**Membership**

- Susan McElrath, Chair
- Lauren Brown, MARAC Archivist
- Jodi Koste
- Cheryl Stadel Bevans

**Progress**

- The Distinguished Service Award will be presented at the spring meeting in Alexandria, Virginia. The deadline for nominations is February 16, 2011.
- The committee revised the Distinguished Service Award Nomination Form.
- Nominations will be accepted any time up until the deadline.
- We created a flyer that will be distributed in the registration packets at the fall meeting. We would appreciate it if the Caucus Representatives would give members of the committee a few minutes at their meetings to promote the award.

Submitted by  
Susan McElrath

**MARAC Education Committee Report**  
**November 10, 2010**  
**Submitted by Brian Keough, Chair**

**Fall 2010 conference travel and workshop awards**

(\$400 Marcia Trimble award)

John Bence, University Archives, New York University

(\$250 travel award)

Cassandra N. Berman, Special Collections in Performing Arts, University of Maryland, College Park,

(Free workshop registration)

Sarah L. Patterson, Maryland State Archives

**Off-conference Workshops**

On Thursday February 24, 2011, MARAC and Rutgers University Library are hosting a full-day workshop on managing electronic records. The instructor is Bonnie Weddle, Electronic Records Archivist. New York State Archives. Further information is coming soon.

We are coordinating with Dale Paterson and Mike Knies to plan for future topics and instructors for conference and off-conference workshops. I have also had preliminary discussion with the New England Archivists about possibly co-sponsoring off conference workshops in 2011 and 2012.

**Leonard Rapport Modern Archives Institute Scholarship**

Applications for the Leonard Rapport Modern Archives Institute Scholarship to attend the Winter 2011 Modern Archives Institute Applications should be received no later than November 15, 2010 The Modern Archives Institute is held January 24 - February 4, 2011. The scholarship award covers the tuition, and up to \$750 in travel expenses. This scholarship is established in honor of MARAC member Leonard Rapport and is known as the Leonard Rapport Modern Archives Institute Scholarship.

For this scholarship, an individual must currently be employed in the MARAC region in an archival or archives-related position. Applicants should submit: a resume; a cover letter including a statement of the expected benefits of attending the Institute; and two letters of recommendation from persons having knowledge of the applicant's work and qualifications. All scholarship applications should be sent by email attachments to the current chair of the MARAC Education Committee – [bkeough@albany.edu](mailto:bkeough@albany.edu)

# MARAC

Mid-Atlantic Regional Archives Conference

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

November 5, 2010

**To: MARAC STEERING COMMITTEE**

**From: ARIAN D. RAVANBAKSH, CHAIR, ELECTRONIC RESOURCES COMMITTEE**

**Re: ELECTRONIC RESOURCES COMMITTEE REPORT – FALL 2010**

Submitted to the Steering Committee at the Fall meeting on Thursday, November 11, 2010 in Harrisburg, PA.

## **Committee Membership**

The Electronic Resources Committee is fully staffed. There have been no changes to the members.

## **Meeting**

The ERC held a teleconference on September 15. We have the following items to report.

- 1) Web 2.0. The ERC has been working with the Harrisburg Program Committee and established a MARAC Twitter feed (@MARACTweets) for information about this meeting and all future MARAC news. This feed is located at: <http://twitter.com/MARACTweets>. Additionally, the Program Committee will encourage presenters to use the SlideShare account at <http://www.slideshare.net/MARACMeetings> to share presentations. The ERC hopes that these two accounts will continue to be used. The ERC notes that a number of MARAC entities (Arlington LAC, Harrisburg PC, Outreach) are using various platforms to reach out to members – blogs, Facebook pages, etc. In an effort to control some of the proliferation of these channels, ERC has one request for Steering (see below).
- 2) Michele Tourney has volunteered to work with the MARAC administrator to make updates and corrections to the MARAC website. This work is ongoing and will be completed very soon.
- 3) Webmasters. ERC is still working to identify the main job responsibilities for the MARAC webmaster positions and if the model of having two individuals (technical and content) is still viable given the capabilities of MemberClicks. Since we are using Memberclicks, it seems that we may only need a content webmaster to start. Items for the position description will include general maintenance of the site such as the responsibility for the calendar of events. We also discussed the possibility of opening up to students the possibility of designing portions of the site, such as a new calendar (this is just an

example) and then either continue on as a content volunteer or let that revert back to a MARAC member once the site is laid out. In exchange for volunteering to serve as content webmaster or contributing design ideas, the student(s) could get a one-year membership to MARAC. We also discussed the possibility of working with educators to see if this could be turned into class credit. We will also open the call for website design to existing MARAC members.

- 4) The ERC committee was contacted by the Nominations and Elections committee to assist with the online voting process. A meeting to discuss how this is to be accomplished and what is required will be held between the ERC chair and the Nominations and Elections committee on the afternoon of November 11 in Harrisburg.

### **Issues for Steering**

Re: Web 2.0

The ERC requests that Steering Committee remind MARAC standing and ad-hoc committees of the role of the ERC to coordinate these activities and that the ERC will be happy to assist any MARAC entity that wishes to further investigate any social media platform.

Re: Webmasters

The ERC requests feedback on these ideas from the Steering committee.

# Finding Aids Committee Report MARAC Steering Committee Meeting Harrisburg, PA

November 11, 2010

## **Activities**

With the help of the MARAC administrator, Holly Kalbach, the Finding Aids sections of the website were recently updated to reflect new committee members and include the most recent awardees. Dates on the website were also changed to reflect the timeline for the awards to be presented at the Spring MARAC Conference.

Those wishing to submit finding aids for consideration for this year's awards should do so by **December 17, 2010** (this may be extended if submissions are light, but December 17 will be the goal). The chair would appreciate the help of the Steering Committee in publicizing the awards, and more particularly the help of the Caucus Chairs. I intend to send out a formal call for submissions next week via the caucus chairs and the SAA listserv.

# MARAC

Mid-Atlantic Regional Archives Conference

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Delaware • District of Columbia • Maryland • New Jersey  
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To: MARAC Steering Committee

From: David Rose; Chair, Outreach Committee

Re: Outreach Committee Report; Harrisburg, PA; November 11, 2010

## Issue for Steering:

Archives Month 2010 featured a blog created by Leahkim Gannett of the Outreach Committee. See <http://maracarchivesmonth.blogspot.com/>. We propose to continue the blog throughout the next year for MARAC outreach efforts and ask for input on the following:

- Steering Committee contributions to the blog
- Approaching selected archives patrons to submit items about how archives have impacted their academic, profession, or personal research
- Improving the blog (increasing contributions!) for Archives Month 2011
- Coordination of blog with Electronic Resources Committee

Your ideas will be appreciated!

## Outreach Committee Membership

Heidi N. Abbey, Penn State University Harrisburg Library  
Barbara Anne Beucar, The Barnes Foundation  
Danna Bell-Russel, ex officio; Library of Congress  
Leahkim Gannett, University of Maryland Michelle Smith Performing Arts Library  
Jennie Levine Knies, University of Maryland Hornbake Library  
Jessie Robinson, The Library of Virginia  
David Rose, chair; March of Dimes  
Valerie Wingfield, New York Public Library

**November 11, 2010 / David Rose / Mid-Atlantic Regional Archives Conference (MARAC)**

## ***MARAC PUBLICATIONS COMMITTEE REPORT***

***November 8, 2010***

“I’m so glad we had this time together . . . ,” but it’s time for me to bid farewell to the Steering Committee and to join others who get to enjoy the Thursday night fine dining experiences of our various meeting cities. I am always impressed at these meetings by how much time you all seem to invest in the work of MARAC. You have to experience Steering Committee to appreciate how this group makes it all come together.

Sharmila Bhatia will be taking over as Publications Chair at the end of this conference. I will replace her as a general member on the Committee. Ken O’Brien will be taking on another two year term.

### **MID-ATLANTIC ARCHIVIST:**

You will see a bit of a new look to the MAA in our next issue. One of the most obvious changes will be the use color. Michael reports that advertisers seem to love this addition and several have already signed on for next year.

MAA deadline for the Winter Issue is DECEMBER!--NOT (REPEAT) NOT December 15!

### **TECHNICAL LEAFLETS**

Technical leaflet #12 is in the works as Mary Mannix works feverishly to finish her masterpiece on doing a reference interview.

Technical leaflet #7 seems to have died. I have offered the author a “way out,” by passing the task on to someone else in his section who might not be as pressed for time as he must be. At this point, there has been no reply. It would be awkward for me to ask anyone else in the section without that “blessing.” In any event, #7 will remain pulled as it is out of date. Perhaps if we hear nothing after a timely wait, we can find someone in one of the regional NARA offices who might be able to tackle this.

**PUBLICATIONS SALES**

**PUBLICATIONS SALES REPORT,  
July 16 – October 31, 2010**

Documentary Heritage	0
Guidelines for Archives & Ms.	0
Constitutional Issues	0
Tech. Leaf. #2 (Cost of Archives)	0
Tech. Leaf. #3 (Planning for Archives)	0
Tech. Leaf. #4 (Congressional Collections)	0
Tech. Leaf. #5 (Archival Exhibitions)	0
Tech. Leaf. #6 (Volunteers in Archives)	0
Tech. Leaf. #7 (Classified Documents)	0
Tech. Leaf. #8 (Sampling)	0
Tech. Leaf. #9 (Photograph Preservation)	0
Tech. Leaf. #10 (Scientific Records)	0
Tech. Leaf. #11 (Architectural Records)	0

Obviously, there were no publications sold in this quarter.

**AND . . . AS ALWAYS . . . WE ARE LOOKING FOR PEOPLE TO WRITE  
TECHNICAL LEAFLETS.**

Respectfully submitted,

Linda Angle Miller,  
Publications Committee Chair,  
2008-2010