

# 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, James Gerencser, and Brian Keogh.

Submitted by Kenneth Cleary  
September 26, 2015

## Summary

At the July 31 meeting of the steering committee, Brian Keogh appointed Ken Cleary the chair of the ad-hoc disaster relief committee and charged us with reviewing the grant program. Our report, with any recommended changes, is expected at the upcoming, off-conference winter meeting of steering. As such, the disaster relief committee is still conducting our review and has nothing further to report at this time.

Respectfully submitted,  
Ken Cleary

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## REPORT OF THE ARLINE CUSTER MEMORIAL AWARD COMMITTEE

Submitted by Tammy L. Hamilton, Senior Co-chair

September 29, 2015

The Custer Award Committee is pleased to announce the 2015 award recipient.

The Arline Custer Memorial Award for Books goes to John Delaney for his publication *Nova Caesarea: A Cartographic Record of the Garden State, 1666-1888*.

Published by Princeton University Library in 2014, the publication features over 100 maps including New Jersey's first wall maps and county atlases, all in full color. Commemorating the 350th anniversary (1664-2014) of the naming of New Jersey, the publication introduces readers to the maps that charted the state's development from unexplored colonial territory to the first scientifically surveyed state in the Union.

*Nova Caesarea* covers all of the state's counties and has long-term use as a reference book as well as value as a collector's piece. High-quality images throughout appeal to both New Jerseyans but also those with an interest in cartography. As one reviewer noted, "Each state should have a companion volume."

The Committee will not award a Custer Award for Articles this year as no article submissions were received.

The Committee received 9 nominations for the Custer Award.

Respectfully,

Tammy L. Hamilton  
Senior Co-chair

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**DATE: OCTOBER 1, 2015**

**TO: MARAC OFFICERS  
STATE CAUCUS REPRESENTATIVES  
COMMITTEE CHAIRS  
MARAC ADMINISTRATOR  
MARAC ARCHIVIST**

**FROM: JOHN LEGLOAHEC, PAST CHAIR**

**RE: DISTINGUISHED SERVICE AWARD COMMITTEE REPORT**

Respectfully submitted to the Steering Committee on Thursday October 8, 2015.

The DSA committee will meet at the Roanoke meeting to discuss ways to improve the visibility of this committee and how best to increase the number of nominations for the Distinguished Service Award Committee.

The application deadline for the next award will be on Friday January 29, 2016, with the award to be given at the Spring 2016 MARAC Meeting in Pittsburgh, PA in April.

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MARAC Education Committee Report

Laurie Rizzo, October 8, 2015

## **I. Mapping the Landscape Project**

I continue to represent MARAC by serving on the Advisory Board and Chair of the Survey Task Force for the Mapping the Landscape Project. We are one of thirty-five partner organizations

To recap about the project:

The Educopia Institute was awarded a grant from the IMLS to collaborate across organizations and disciplines to comprehensively assess the continuing education and professional training needs in libraries, museums and archives. This is a one year planning project to:

- Understand best practices in CE/PD research/assessment efforts nationally, and use them to guide our own analysis
- Build a relationship network comprising library, archives, and museum CE/PD hosts and trainers.
- Document CE/PD needs in and across libraries, archives and museums by building an open dataset of information
- Identify both discipline-specific and cross-discipline CE/PD needs and note opportunities to address shared challenges
- Design sustainability scenarios for ongoing, volunteer-based CE/PD data collection, analysis, and reporting

On the Survey Task Force we are working to guide survey efforts that collect information about the CE/PD needs across the libraries, archives, and museums fields (and subfields). The task force has hired TrueBearing to design and conduct the survey and provide back data and analysis.

As a team we have developed a survey conceptual model. Essentially, it addresses the gap between the desired and reported professional competencies and attitudes, combining it to outcomes and impacts. We developed a competency crosswalk for each of the sectors. We've identified seven broad competencies/attitude areas. There's 173 terms that we have reviewed that fit into these broader seven competencies. We have identified terms that can be merged or eliminated and cut the list down dramatically. We have begun looking at job types and descriptors that will work across the fields.

There are two other groups performing separate work from the Survey Task Force. The Field Assessment – has produced a White Paper called “Spanning Boundries.” Focus Group Task Force – is advising on the focus group aspect of the needs assessment/ demand analysis portion of the project. Focus groups will be conducted and held at key national conferences for museums, libraries, and archives. The task force has been working with Lyrasis and have begun conducting in-person focus groups. They will be doing virtual focus groups as well.

## **II. Travel Awards and Scholarships**

Roanoke travel award recipients are: Elizabeth Beckman, and Matthew Thompson.  
The Karen A. Stuart award recipient is Marian Currens.

## **III. Past and Upcoming Workshops**

The Education Committee has organized the following workshops, which are eligible for Academy of Certified Archivist re-certification credit. To register for any of our upcoming workshops, please go to: <http://www.marac.info/workshops>

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

**Thursday September 15, 2015**

**Location:** National Archives at College Park, Maryland

**Instructor:** Vincent Novera, University of Maryland

**Description:** 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. Attendees 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.

### ***From Theory to Action: Pragmatic Approach to Digital Preservation Strategies and Tools, A Digital POWRR Workshop – co-sponsored by ENY/ACLR***

**Thursday, October 22, 2015**

**Friday, October 23, 2015** \*(These are two separate full-day workshops)

**Location:** University of Albany, New York

**Instructors:** Danielle Spalenka, Katie Dunn (\*potentially another person)

**Description:** This is a hands-on workshop that deals with the "How" of digital preservation, rather than the "Why." Attendees will practice the accession of a digital collection using a simple, open-source tool; learn about several DP tools and services; and create an institution-specific action plan for making progress towards digital preservation goals. This workshop is

designed specifically for front-line practitioners who routinely complete collections processing work. If you understand the need for digital preservation, and are now seeking to build daily workflows that incorporate accessioning digital materials, processing them, and planning for their long-term preservation, you are our target audience.

Please note that this is not a workshop on how to digitize materials. However, the skills taught can be applied to both born-digital as well as digitized collections.

This workshop is made possible in part by a major grant from the [National Endowment for the Humanities: Celebrating 50 Years of Excellence](#).

## **Ingest and Management of Digital Collections**

**Friday, October 23, 2015**

**Location:** Morristown & Morris Township Library, New Jersey

**Instructor:** Josh Ranger, AVPreserve (\*there may be a second instructor)

**Description:** The common use and creation of electronic records has been ongoing for over 30 years, and the rate of creation continues to increase as technology makes it easier and easier to create image, audio, and video files, and as we continue digitizing analog collections. For archives there is a heightened risk of loss or inability to access these records if regular workflows for ingest, management, and preservation are not instituted. This full day workshop will present case studies of such workflows for large and small institutions dealing with digitized and born digital collections, and then provide hands-on training in the use of assorted free digital curation tools (Fixity, MDQC, Bagger/BagIt, exiftool, etc.) that support ingest, transfer, storage, metadata generation, and monitoring of electronic records. Participants will come away with a clear knowledge of how to use these tools and what role they play in collection management workflows, and a sense of how to implement the use of the tools within their institution. Attendees will need to bring laptops with all applications downloaded and installed to participate in hands-on exercises. All applications are available free of charge on the internet.

## **VI. Upcoming Conferences**

Pittsburgh has two workshops planned. Still in the process of putting together a third.

***Archives on the Move: Developing an Educational Outreach Initiative for Your Archive***

**Instructors:** Kaitlin Holt, Brooklyn Public Library; Brendan Murphy, Brooklyn Public Library

Full-Day Workshop: 9:00 am - 4:00 pm

Registration Minimum: 10

Registration Maximum: 30

Archives are posed to play a more significant and instrumental role in student achievement since the implementation of Common Core. Its emphasis on 21st Century learning skills, including the ability to think critically, communicate clearly, collaborate with peers and create high quality, scholarly work presents timely opportunities for archives to share their expertise with all educators and learners. This workshop uses Brooklyn Connections, the education division of the Brooklyn Public Library's local history archive, the Brooklyn Collection, as a case-

study to teach participants how to implement school outreach initiatives at their institutions. Utilize archival collections to meet Common Core Standards, create lesson plans and engage students' and teachers' interest in local history. Learn pedagogical terminology and practical strategies for establishing meaningful and ongoing school partnerships. Participants will leave the workshop with adaptable resources to inform the creation or expansion of educational initiatives at their home institutions.

### *Ingest and Management of Digital Collections Workshop*

**Instructor: Bertram Lyons**

Full-Day Workshop: 9:00 am - 4:00 pm

Registration Minimum: 10

Registration Maximum: 25

The common use and creation of electronic records has been ongoing for over 30 years, and the rate of creation continues to increase as technology makes it easier and easier to create image, audio, and video files, and as we continue digitizing analog collections. For archives there is a heightened risk of loss or inability to access these records if regular workflows for ingest, management, and preservation are not instituted. This full day workshop will present case studies of such workflows for large and small institutions dealing with digitized and born digital collections, and then provide hands-on training in the use of assorted free digital curation tools (Fixity, MDQC, Bagger/BagIt, exiftool, etc.) that support ingest, transfer, storage, metadata generation, and monitoring of electronic records. Participants will come away with a clear knowledge of how to use these tools and what role they play in collection management workflows, and a sense of how to implement the use of the tools within their institution.

**Attendees will need to bring laptops with all applications downloaded and installed to participate in hands-on exercises. All applications are available free of charge on the Internet.**



October 8, 2015

**To: MARAC STEERING COMMITTEE**

**FROM: ARIAN D. RAVANBAKHS, CHAIR, ELECTRONIC RESOURCES COMMITTEE**

**RE: ELECTRONIC RESOURCES COMMITTEE REPORT – FALL 2015**

Submitted to the Steering Committee at the Spring Meeting on Thursday, October 8, 2015 in Roanoke, VA.

### **Committee Membership**

MARAC Webmaster Matt Strauss has announced his intention to not renew his position when it expires at the end of year. He will remain to assist in the transition to the new webmaster.

### **Work of the ERC**

The committee has nothing additional to report since the last meeting of the MARAC Steering committee.

### **Issues for Steering**

None – though we can discuss the webmaster position if necessary.



# MARAC

## Membership Development Committee Report

### October 2015

#### Membership

- Sara A. Borden, Chair
- Sierra Green
- Amanda May
- Jason Speck
- Suzanne Gould
- Jamie Margalotti
- Cara Griggs
- Dyani Feige, MARAC Secretary (ex-officio)
- Tammy Hoffman, MARAC Administrator (ex-officio)

#### Progress and News

- Navigator program  
We continued the MARAC meeting navigator program for Roanoke. Established MARAC members volunteered to serve as navigators to newer members to help them make the most of the meeting. At present, we have six navigator volunteers, but no requests for navigators. Sara is working with Tammy and Mary Mannix in an effort to reach out to those who might want navigators. We would like to continue this program as it offers an excellent way to network, but we will have to evaluate how best to reach the correct constituencies in advance of the spring meeting.
- Rideshare/Roomshare spreadsheets  
We also continued to offer the rideshare/roomshare Google spreadsheets to help conference attendees find others with whom to share hotel rooms and rides to the conference. Both have been fairly popular and we'll continue to offer these services in the future.
- MDC Meeting in Roanoke  
The Membership Development Committee will meet in Roanoke on Saturday morning before the Business Meeting (MDC will meet around 7:30AM). The agenda is still in draft form, but talking points will include how to better publicize the navigator program; transitioning the new member orientation to a different format (having it at a different time of day and/or changing up the format to include a wider swath of membership – what's new at MARAC?); expanding opportunities for networking in conjunction with other committees; ramping up the liaison program to library/information/archives programs (this was on hold pending the logo re-design).
- New member orientation  
The new member orientation is scheduled for Friday, October 9 at 8:15AM. Three committee members will discuss the benefits of membership and we'll give the usual overview. Some of the navigator volunteers will be in attendance in case any members would like to work with them.

## **MARAC Nominations and Elections Committee Report**

Two members of the NEC were able to meet briefly during SAA. The NEC will not be meeting at the fall MARAC meeting in Roanoke, VA. We are exploring the possibility of meeting in Philadelphia sometime this fall.

The Nominations and Elections Committee is now working to develop a slate of candidates for the 2016 election. We are well aware of the upcoming vote on the revised MARAC bylaws and the potential impact on the 2016 election. At this time, we are developing a slate of candidates to fill the following positions, assuming the passage of the revised bylaws:

Chair-Elect (new)

Treasurer

State Caucus Representatives (7 states and District of Columbia)

Nominations and Elections (3 positions)

Distinguished Service Award (1 position)\*

Awards Committee Chair (new)

Finding Aids Award Committee (2 positions)

Custer Committee (2 positions)

Scholarship Committee (2 positions) (new)

We will make sure that all candidates, especially those considering running for one of the new positions, are aware that the positions available will depend on the bylaws vote. We will work with individual candidates to determine what each would like to do in the event that the bylaws revision is not passed.

Jim Gerenscer has been extremely helpful in planning for the election. I also wish to thank the NEC members: Cindy Bendroth, Rebecca Goldman, Susan Kline, and Christie Lutz.

Respectfully submitted,

Charlotte Sturm

Chair

October 5, 2015

\*Distinguished Service Award changes from 2 positions every election cycle to 1 position, if the bylaws revisions are approved.

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Date: October 2, 2015

To: Members of the MARAC Steering Committee

From: Elizabeth Scott, Chair, MARAC Outreach Committee

Re: Summary of MARAC Outreach Committee Activities (July 2015-September 2015) for the  
Fall Steering Committee Meeting, Roanoke, VA

There was no new business for the committee to report at this time.

Respectfully submitted by Elizabeth Scott for the Outreach Committee.

**Publications Committee Report for Fall 2015, Roanoke VA Meeting**

**October 3, 2015**

Kathryn Puerini quit as Editor of the MAA (Mid-Atlantic Archivist). Assistant Editor Michael Martin took the whole responsibility of publishing the Summer 2015 issue.

As of September 2015, Jodi Boyle of University at Albany SUNY appointed by the Chair as Editor.

Deadline for submitting content for Fall 2015 issue is October 2015.

Respectfully,

Ilhan Citak