

MARAC
Arline Custer Memorial Award Committee Report
Spring Conference
Erie, PA – April 25, 2013

Activities

Physical copies of recent Committee reports (including this one) continue to be saved for future reference, which will be handed over to our incoming Senior Co-Chair, Molly Tighe. The incoming Junior Co-Chair will be Elizabeth Shepard. The outgoing Senior Co-Chair, Glenn Gardner, will help ensure Molly and Elizabeth have what they need. Great appreciation goes out to Molly, Elizabeth, and our other Committee members Sarah Keen, Marilyn Parrish, and especially Michele Lavoie for a job well done!

Award Committees Structure Changes

At the Fall 2012 Richmond meeting, it was proposed that the Finding Aid Award Committee should assume responsibility for administering the C. Herbert Finch Award online publication award. The rationale was given that the Custer Committee reads, reviews, and ships “physical” books, exhibition catalogs, and articles, which takes up a considerable amount of time for that task alone. The purpose of the Finch Award and Finding Aid Award Committee are quite similar, since they both consider methods (generally online) that archivists use to provide outreach and access to their users. The Finch Award competition, announcement, selection and award will be administered by the Finding Aid Award Committee in 2013. The Custer Committee members will assist as needed.

Respectfully submitted,

Glenn Gardner
Outgoing Senior Co-Chair
Custer Committee

MARAC

Mid-Atlantic Regional Archives Conference

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

TO: MARAC STEERING COMMITTEE

FROM: MARIANNE KASICA, CHAIR DEVELOPMENT COMMITTEE

RE: DEVELOPMENT COMMITTEE REPORT – APRIL 22, 2013

There is no business from this committee to report for this quarter.

The chair has been assisting the Erie Local Arrangements Committee. At this point, I like to request that a new chair be found and appointed. I will help to transition as needed.

MARAC
Distinguished Service Award Committee Report
Steering Committee Meeting
Erie, Pennsylvania
April 9, 2013

I am pleased to report that the Distinguished Service Award Committee received two outstanding nominations this year. Both were extremely qualified and deserve the award. Though it was not unanimous we have made a selection and look forward to presenting the award at the Business meeting in Erie.

I thank my committee members Beth Alvarez, Amy Schindler and Lauren Brown for their hard work.

I have enjoyed my two years serving as Chair of this committee and hope that the incoming Chair has as outstanding an experience as I have.

Respectfully Submitted,
Danna Bell-Russel

MARAC Education Committee Report
Brian Keough, April 18, 2013

Spring 2013 conference travel awards

The following individuals were selected for travel awards to attend the fall 2013 conference in Erie, PA, April 25-27:

\$400 – Maggie Schreiner, Fashion Institute of Technology, State University of New York
\$250 – Zachary L. Brodt, University of Pittsburgh
\$250 – Katie E. Hall, Delaware Public Archives
\$250 – Erin Matson, Archives & Records Coordinator, New York Civil Liberties Union

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, Tuesday, June 18, 2013

-REGISTRATION IS OPEN!

Time: 9:30 a.m. to 4:30 p.m.

Location: The Lawrenceville School Library, Lawrenceville, NJ

Instructor: Vincent Novara

Cost: \$105 (includes lunch)

Parking: Further instructions will be available after registering

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.

Basics of Digitization for Archives, Wednesday, September 25, 2013

-REGISTRATION IS OPEN!

Time: 9 a.m. to 4:30 p.m.

Location: University at Albany, SUNY, Albany, NY

Instructor: Thomas F. R. Clareson is Senior Consultant for Digital & Preservation Services, LYRASIS

Cost: \$85

Parking: A parking pass will be emailed to you.

Description: This workshop will help your institution get started in the development of a digital program. The workshop covers tools you can use for scanning; basic hardware, software, and metadata issues; use of in-house or outsourced services to digitize; collaborative digitization; and practical planning decisions for staffing and budgeting for digital activities. A special focus on digital projects of interest from around the MARAC region is planned.

Copyright Fundamentals for Archivists and Librarians

Thursday Fall 2013

Location: University of Pittsburgh

Instructor: Peter Hirtle, Cornell University Library

Description: Even in the best of times, the uncertain copyright status of archival and special collection materials makes many archivists and librarians uncomfortable. As more and more repositories think about making material available on the web, anxiety about possible copyright infringement increases. This workshop will explore what strategies special collections can follow to minimize the risks inherent when reproducing and distributing unique and/or unpublished material. Topics covered will include an introduction to basic copyright law and the Digital Millennium Copyright Act; exemptions to copyright such as fair use and the specific exemptions for libraries and archives; methods for assessing the copyright status of materials; and issues associated with particular formats. Attendees should leave with a better understanding of the basics of copyright and be in a better position to work with senior administrators to establish a mutually acceptable level of institutional risk.

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April 25, 2013

To: MARAC STEERING COMMITTEE

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

RE: ELECTRONIC RESOURCES COMMITTEE REPORT – SPRING 2013

Submitted to the Steering Committee at the Spring Meeting on Thursday, April 25, 2013 in Erie, PA.

Committee Membership

No changes to report. However, the Chair and three committee members' terms (Peterson, Brown, Carter) expire at the end of the meeting. The Chair will discuss reappointments with the incoming MARAC chair.

Work of the ERC

The ERC has not met since the last Steering Committee meeting. However, the Chair has:

- 1) Continued to work with the program committee for Richmond and Erie on the ongoing deployment of the MARAC instance in Drum.
- 2) Reached out to the chair of the Development Committee to discuss the recently concluded survey of the MARAC membership. We hope to identify those areas where specific requests fall under the purview of the ERC.
- 3) Discussed with the MARAC Treasurer a budget request for multiple year renewal of MemberClicks. At this time, we don't have an immediate plan to change providers and envision any request to do so as a longer-term work item for ERC and Steering.

Issues for Steering

None at this time

Finding Aids Committee Report
MARAC Steering Committee Meeting
Erie, PA

April 25, 2013

The Finding Aids Award Committee received eight submissions for this year's award. The winners are:

Fredric M. Miller Finding Aid Award: Princeton University Archival Description Working Group (Maureen Callahan, John Delaney, Shaun Ellis, Regine Heberlein, Dan Santamaria, Jon Stroop, and Don Thornbury) of Princeton University Library for the *Princeton University Library Finding Aids Interface*.

2nd place: Tanya Elder of the American Jewish Historical Society for their *Guide to the Papers of Mordecai Sheftall*.

3rd place - Jonathan Lill and Alana Miller of The Museum of Modern Art, Museum Archives for the *MoMA PS1 Archives*.

The Committee plans on reviewing the current judging structure and Review Sheet used to evaluate the nominations. The purpose is to provide more granular categories than the current three category structure that groups many components into one category.

Respectfully submitted,

Laurel Macondray, Chair

MARAC
Membership Development Committee Report
April 2013

Membership

- Rachel Grove Rohrbaugh, Chair
- Sara Borden
- Diana Hevener
- John Legloahec
- Jaime Margalotti
- Carolina Palacios
- Laurie Rizzo, Secretary
- Laurie Thomas
- Holly Ott, MARAC Administrator (ex officio)

Progress and news

- Rachel, Sara, and Jamie are in the final stages of preparing an executive summary of the 2012 membership survey, which will be presented to Steering at the Erie meeting for comment and review.
- Rachel and Carolina revised the New Members Meeting based on feedback from members of the SAA SNAP listserv (Students and New Archives Professionals). The revised agenda at Erie will include a panel of three MARAC members and ample time for questions. This new format will hopefully encourage dialogue and make new members feel welcome to the organization.
- Laurie Rizzo is working on a design for the \$35 off workshop coupon for new members. Rachel and the MARAC Administrator discussed language and the process for redeeming this coupon. The first coupons will be distributed on July 1, 2013 to members who joined between January 1, 2013 and June 30, 2013. The coupons will be valid for 1 year from the date of issue.
- Rachel reviewed the current membership brochure and discussed a revision of this brochure with the MARAC Administrator.
- The committee also discussed an official Rideshare/Roomshare document for future meetings. This service will be explored further and brought to Steering before the Philadelphia meeting in October.

**MARAC
Nominations and Elections Committee
Spring Meeting, Erie, PA (April 25-27, 2013)
Submitted: April 19, 2013**

Membership (2012-2013):

Casey Babcock
Kira Dietz, Chair
Jeff Moy
Jennifer Neumyer
Paige Newman

Election Results:

The 2013 election results are in. Based on the information our wonderful administrator Holly sent me, we had a 39.7% return rate on elections this year. Congrats to the new officers and committee members!

Chair: John LeGloahec

(Continuing on as) Vice-Chair: Mary Mannix

Four Members-at-Large: Rebecca Goldman, Jennifer McDaid, Amy Schindler, and Jordon Steele

Arline Custer Award Committee: Tammy Hamilton and Ben Primer

Distinguished Service Award Committee: Claire Hope and Karl Niederer

Nominations and Elections Committee: Alan Delozier (Chair), Dan Hovarth, and Jennifer Kinniff

Other Comments:

As stated in the previous report (February 2013), we ran into significant difficulties finding more than one candidate for Chair. We solicited suggestions and nominations through email, Facebook, Twitter, the MARAC blog, and in person from people we thought would make great chairs. We followed up on every name and reached out to at least eighteen individuals (and many more informally), with only one interested party.

NEC discussed the problem while we were trying to solicit candidates and we had a number of thoughts/suggestions/comments that might be useful in future discussion. I've included some of that conversation, direct from emails, below.

Comment #1

Would it be helpful to add another Vice-Chair position? Mary Mannix has the Vice-Chair position wrapped up for as long as she wants it, I think. Since Mary focuses on the conferences, locations, etc., would adding a Vice-Chair position that mirrors what the Chair does be helpful in getting more interest in the position? A lot of boards have the Vice-Chair slide right in to the Chair position, so the focus isn't finding a Chair, it's finding the next Vice-Chair.

The few people I approached about running for Chair told me that they "weren't ready yet" or "wanted a couple more years to get to know MARAC," I couldn't fault their reasoning. Finding candidates for Chair has been a problem for quite awhile, right? Maybe having the comfort level of not jumping right into Chair would provide MARAC/N&E's more options for candidates.

Comment #2

I know we always want multiple candidates for each slot but occasionally circumstances prevent this, and considering how many attempts we made I'm fairly certain we did our due diligence. That being said, I'm all for getting more folks interested in participating, and you're right that some positions are just more difficult to fill.

As long as we're throwing out ideas, why not familiarize members with what Steering and the various Committees do through MAA articles, blog posts, or conference sessions and introductions; preferably on an ongoing basis -- it's not difficult to shoehorn brief descriptions into MAA articles; e.g., "Regarding the upcoming conference, the Vice Chair worked with Local Arrangements to..." I know collections people don't like the spotlight but we could do more to recognize everyone's work.

Comment #3

Also, continually recruiting new faces for committees and less intimidating positions and then keeping tabs on outgoing members to gauge interest in higher level posts, realizing they may need a year or two off. The N&E handbook is good at keeping lists of prior office holders, there have to be individuals who served on Steering that would make good Chairs, Vice Chairs, etc. if given a push.

As a follow up to #3, I am updated the list of potentially interested parties that I received as nominations and the elections process progress and will pass it along to my successor. Personally, I've enjoyed this foray into MARAC service, despite some of the challenges, and I look forward to serving again in the future.

Respectfully Submitted,
Kira A. Dietz
Chair, Nominations and Elections Committee

**Publications Committee Report
Steering Committee Meeting
Erie, PA
April 25, 2013**

Mid-Atlantic Archivist

The MAA, Vol. 42, No. 2 (Spring 2013) was issued on April 8, 2013. The deadline for the Summer Issue is May 15.

Technical Leaflets

Maureen Cech, Technical Leaflets editor, reported the following:

1. Bill Carpenter is still in the drafting stages of Technical Leaflet #7.
2. Jason Byrd and Leah Richardson have submitted an outline on the archival outreach and instruction leaflet. They are in the drafting stages.
3. Dale Patterson has submitted a draft on religious archives and she is in the process of editing the text.

Journal Proposal

Michael Lotstein provided a revised journal proposal which was also provided to the New England Archivists. The committee reviewed the proposal and provided Lotstein with comments.

Respectfully submitted,
Sharmila Bhatia
Chair, Publications Committee