



MARAC

Mid-Atlantic Regional Archives Conference

Mid-Atlantic Archivist

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



Volume 43 | No. 4

FALL 2014

ISSN 0738-9396



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WAKE ME UP WHEN SEPTEMBER ENDS

Cheverly, MD—

September 20:

This column is long overdue and this issue of the Mid-Atlantic Archivist is surely arriving just as many of us are preparing to descend upon Baltimore for the Fall 2014 meeting.

This month's song lyric and column title should give you some idea as to what's been going on with me. I remarked to someone the other day that my To Do Lists have To Do Lists. The picture accompanying this column this issue is from the recent National Book Festival, held here in Washington, DC—an event that I always try to attend and meet up with our library and state archives colleagues from across the country.

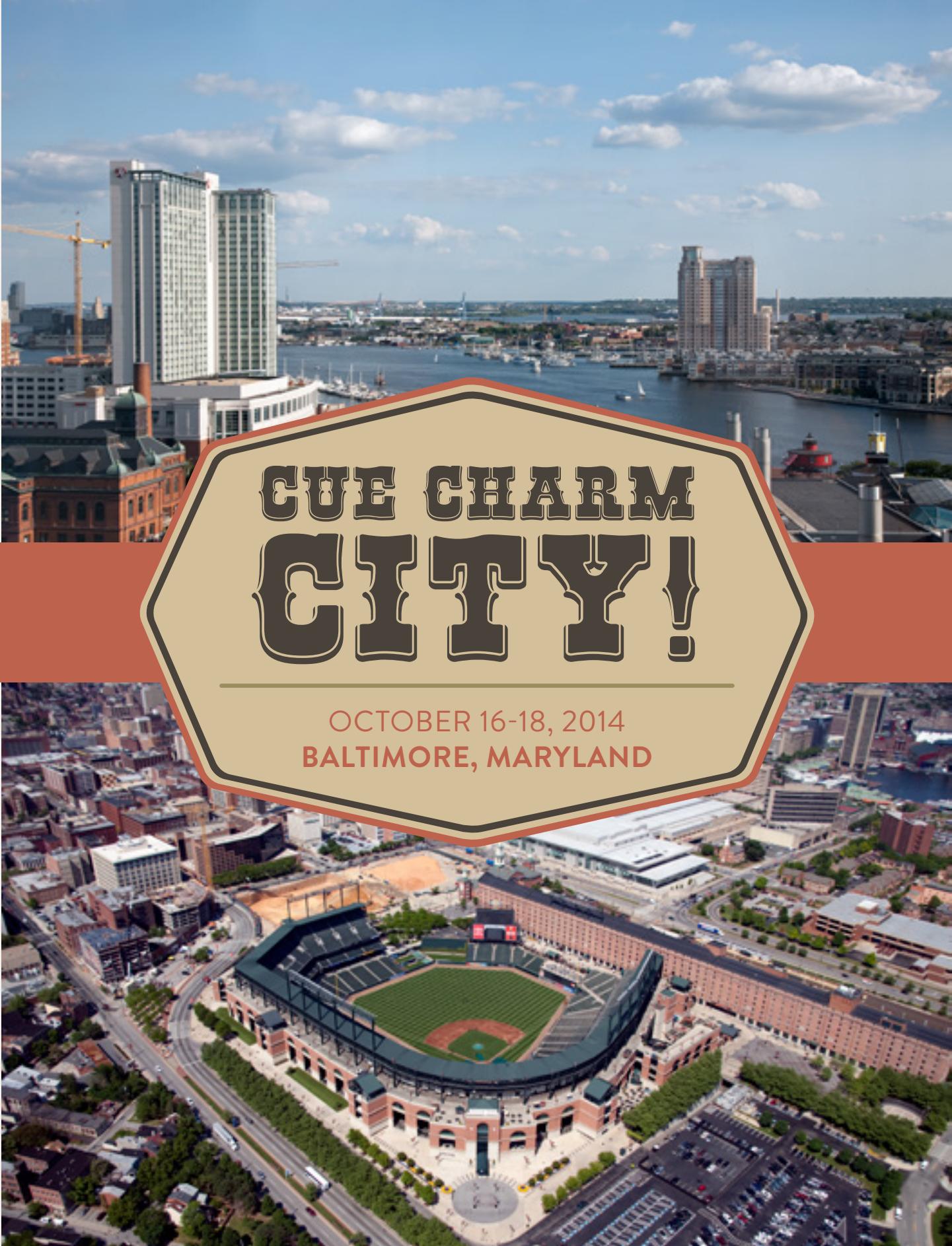
I hope that many of you will attend the Fall 2014 meeting—it looks to be a great program and there is much to be discussed with you—the members of MARAC—at this conference. At the Summer Steering Committee meeting, the Ad Hoc Committee on MARAC Bylaws Revision was created and the work to revise the governing documents of MARAC is underway. At a special Town Hall meeting on Friday October 17, the chair of the Ad Hoc Committee, myself, and other members of the MARAC leadership team will let the membership know what is being worked on and the importance of moving our organization ever forward. Also at the Summer Steering Committee—the Task Force on the MARAC Meeting Model reported on its initial work and will report to the Steering Committee again in Baltimore. Also at the Fall 2014 meeting there will be a commemoration of the New Jersey CAPES program. In addition to a session on Saturday, there will be a ceremony to honor the program at the Business Meeting.

One of the things that I have been working on over the summer is something that I wrote about in my summer column, the proposal put together by two of my colleagues at NARA, for a donations partnership database that will facilitate getting donations that may not fit with the mission of your archives to the right one. At the Society of American Archivists meeting this past August, I and my two colleagues met with the Regional Archival Associations Colloquium (RAAC) and the idea has been endorsed by the RAAC and the proposal is moving forward!

I hope that everyone is visiting the MARAC blog on a regular basis. At the Summer Steering Committee, the Outreach Committee proposed a schedule for the MARAC Officers and State Caucus Representatives to post to the MARAC blog on a regular basis. This idea will bring more content to the membership through the MARAC blog and improve our means of communicating with you. Please visit the MARAC Blog today, at <http://marac-blog.blogspot.com/>. Speaking of communication, there has been some issues with the emails being sent to the membership by the Administrator. If you feel that you are not receiving messages from MARAC, please update your Memberclicks profile or contact the MARAC Administrator at administrator@marac.info.

There is much work to be done for MARAC in the coming months and we will only succeed with the continued help and support of you—the membership. I thank you for all the work that you all do for MARAC and advancing the work of archives throughout the MARAC region. If you would like to be more involved in MARAC, I hope that you will contact me at legloaj@gmail.com.

John Legloahec
MARAC Chair



CUE CHARM CITY!

OCTOBER 16-18, 2014
BALTIMORE, MARYLAND

Welcome back to Charm City, MARAC! On October 16 -18, MARAC will return to Baltimore, Maryland. We have worked hard to make the fall 2014 meeting—the 7th held in the Baltimore area—an eclectic, educational and engaging event showcasing some of the best that MARAC and our city have to offer.

The meeting will be held once again at the newly renamed Grand Historic Venue, the former Grand Lodge of the Freemasons of Maryland. Restored and reopened in 2006, the Venue is a destination unto itself.

Conference registration includes attendance at the sessions, plenary, business meeting, and two receptions: a welcome reception on Thursday at Case[werks] Showroom & Gallery and the main reception on Friday at the Peabody Library.

We will have sessions on the future of appraisal, creative uses of social media, making the most of your new job, and changing practices at your institution, among many others. Tim Baker, Acting Maryland State Archivist, will deliver the conference plenary, “The State of the State Archives,” and Peabody Music Conservatory professor David Hildebrand, also of the Colonial Music Institute, will provide stories and songs from the War of 1812 during the luncheon.

Online registration is available until October 1 at marac.info; after October 1 you will be able to register on-site. Please contact Tammy Hoffman with any questions about registration at administrator@marac.info.



Baltimore, Maryland, ca. 1911 : City Hall. ca. 1911. Colored Postcard. Enoch Pratt Free Library. Illustrated Post Card & Novelty Company, New York, NY.

ArchivesSpace at W&L: Why We Didn't Wait

Mackenzie Brooks, Assistant Professor and Metadata Librarian
Alston Cobourn, Assistant Professor and Digital Scholarship Librarian
Washington & Lee University

Since the official release of ArchivesSpace last year, many institutions have been closely watching its development and adoption rate. Implementing a new archival management system is a huge project, especially for smaller institutions that may not have the technical and personnel resources available for maintaining and customizing open source software.

Unlike in libraries, where MARC is the backbone of the integrated library system (at least for now), in archives the intellectual control and management of collections occurs in more forms than just EAD finding aids. Data migration is imposing, even if you believe your data to be relatively clean, so it is understandable that institutions might wait for ArchivesSpace to work out the bugs. However, at Washington & Lee University, we decided not to wait. Implementing ArchivesSpace has been transformative for our institution, not only as a vehicle for data cleanup and improved intellectual control, but as a way to reevaluate policies and procedures, expand access, and foster internal and external collaboration.

Washington & Lee University is a small, private liberal arts university in Lexington, Virginia. Both the undergraduate library and the law library house their own special collections and archives. In the undergraduate library, turnover in the last several years resulted in a new director and two staff members in Special Collections and Archives, as well as a new metadata librarian and digital scholarship librarian in the Collection Services Department, both with a background in archives. The new staff faced the challenge of learning the content of the collections while also comprehending the existing organizational schemes.

The collections at W&L are well-used and extremely rich in content, but their online presence has not made it to the 21st century. While more than half of our 500 manuscript

collections have records in our online catalog, only a handful of EAD finding aids are available in the Virginia Heritage Project, rendering the rest of the collections virtually hidden. Active digitization projects populate our digital repository (DSpace), although we want to improve the usability of its user interface. Additionally, the library website is undergoing a redesign, so we are currently assessing the entire web presence of Special Collections and Archives.

Our original objective for moving forward with ArchivesSpace was to develop a platform and associated workflows for creating accession records and EAD finding aids since we did not already have one in place. Such a system would serve as the foundation for processing our backlog and publishing our finding aids online. As we evaluated the application and our own data, we discovered several problem areas that could be remedied through the legacy data migration process. Moving to ArchivesSpace gave us the opportunity not only to find these problems, but to solve them with future uses in mind. Importing the MARC records for our manuscript collections was a useful survey of our holdings and helped us identify which connected collections should have their records merged. Miscellaneous collections have been split apart and properly described, and an inventory of a major deposit collection is currently underway. The faculty card file has found a new home in the name authority records in ArchivesSpace where each person can be properly linked to the relevant collections and their biographical information can be accessed more easily by members of the collection services and special collections departments.

The increased intellectual control has many secondary benefits. First, the review of collections helps staff more efficiently answer researcher requests through their own increased knowledge and also through the searching and linking capabilities in ArchivesSpace. We have been able

to identify materials that will complement the curriculum and interest professors conducting their own research. Second, the comprehensive look at our collections informs our digitization priorities. It gives us the opportunity to systematically identify and resolve intellectual property rights questions related to our materials, which has been a major roadblock during previous digitization projects. Third, the location fields in ArchivesSpace allow us to separate intellectual control from physical control. We have added barcodes and reorganized parts of the collection to gain space and improve security. Finally, moving to ArchivesSpace facilitates “More Product, Less Process” and ultimately increases access. It is easy for Special Collections staff to publish information on a collection without it being fully described or cataloged. We batch-loaded subject and name authority records into ArchivesSpace so that staff would be able to quickly choose subjects and names from a controlled vocabulary.

Perhaps the most gratifying aspect of this project has been the collaboration within and outside of the library. ArchivesSpace could not have been implemented without equal contribution from Special Collections and Archives and the Collection Services departments, as well as the Director of Library Technology. Both departments were able to learn about and better appreciate the other’s work and each individual’s skills. We have also strengthened our relationship with the law library archivist, who shares our instance of ArchivesSpace. We often called upon our neighbors at the Virginia Military Institute to assist with troubleshooting and best practice decisions. Overall, we have found the greater ArchivesSpace community to be very helpful and active.

Implementing ArchivesSpace took time and effort, but the results far outweigh any challenges. Yes, ArchivesSpace has bugs, but the application continues to improve and will only get better as more people contribute. The plug-in architecture means that various features can be developed, shared, and implemented to create an application right for each institution. When we launch our ArchivesSpace public interface later in 2014, all of our collections will be represented and accessible. We will have revamped many policies and procedures, strengthened working connections, and brought our collections into the 21st century. ■

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Caucus Archival Projects Evaluation Service (C.A.P.E.S.)

Twenty Five Years of Archival Consulting in New Jersey

By Elsalyne Palmisano and Frederic C. Pachman

DOES YOUR LOCAL HISTORY ROOM OR ARCHIVES LOOK LIKE THIS?



Perhaps this is a little dramatic, but it is an actual photograph taken by a consultant at the beginning of a CAPES survey.

In 2014, the Caucus Archival Projects Evaluation Service (CAPES) celebrates its twenty-fifth anniversary. The program was conceived in December 1988 when a group of archivists and librarians led by Karl Niederer from the New Jersey State Archives and New Jersey Historical Commission staff led by Richard Waldron were discussing which state agency was responsible for assisting local organizations to professionally care for their archival collections. The New Jersey Historical Commission was the only state agency that offered grant assistance to organizations for a variety of New Jersey history projects. However, the grant reviewers had difficulty evaluating proposals that were often written by well-intentioned, but professionally untrained, staff of local historical organizations since they did not have the archival expertise to clearly state their needs. What

these local historical and other non-profit organizations needed was both professional expertise and funding to implement archival and preservation programs. Thus, CAPES was organized to address this need.

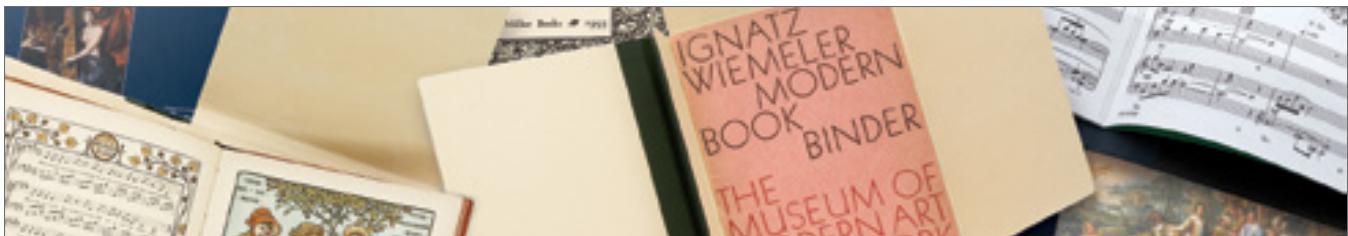
The New Jersey Historical Commission could financially support the program through grant funding but an organization was needed to provide the necessary professional expertise to implement it. The Mid-Atlantic Regional Archives Conference (MARAC) New Jersey Caucus, then chaired by Maxine Lurie, offered to provide this expertise and operate the program. In Spring of 1989, led by the first CAPES coordinator Lois Densky-Wolff, the group began implementing the program; and Elsalyne Palmisano completed the first survey at the Manville Public Library. The New Jersey Historical Commission approves the CAPES grant applications and consultants, who must be members of the New Jersey Caucus, are assigned to visit the institutions. Since the program's inception, its complimentary goals have been to both improve the quality of grant proposals to the New Jersey Historical Commission, as well as provide professional guidance on all aspects of archival administration and preservation. Evaluations are available to eligible agencies and organizations without charge. Institutions include



local and county historical societies, public libraries, college and university libraries, churches, and medical centers. Collections must be open to the public and relate to New Jersey history. CAPES surveys do not evaluate storage conditions for, or appraise artifacts and artwork in historical society collections. For detailed information link to: www.state.nj.us/state/historical/dos_his_grants.html#capes To find out if your repository has already had a CAPES survey, email the Coordinator capescoordinator@gmail.com

Once a match is made, the consultant will contact the historical organization to arrange an on-site visit. Utilizing a proprietary template, the following topics are reviewed; proper environmental conditions of the overall

facilities and storage rooms, fire and security protection, the proper housing and shelving of materials, budget and history of the society, arrangement and description of the materials, and the development of policies and procedures. A recommended 'Resource List' is also provided for discussion during the survey. The consultant writes a report documenting his findings and outlining steps the grantees can take to improve their archives. Then the report, with accompanying photos and documents, is sent to the Coordinator. An electronic copy is made, and the Coordinator, upon approving the report, sends it to both the applicant and the Commission. Their copy is housed at the New Jersey State Archives. The Coordinator's copies are eventually housed at the Monmouth County Archives at



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the Monmouth County Library in Manalapan, N.J. CAPES reports have been used to:

- Evaluate environmental conditions and storage of collections.
- Assist with development of policies such as mission statements, accession and de-accession, photocopying and photographic reproduction, and publication.
- Develop projects for reformatting and digitization of newspapers, microfilm, photographic and postcard collections, and newspaper clipping files.
- Review specific document groups, photographs, maps or collections for conservation and preservation.



CAPES poster session at the New Jersey Library Association Annual Conference June 2013; l. to r. CAPES Consultant Elsaly Palmisano and CAPES Coordinator Frederic Pachman.

The CAPES program has been a huge success. This year, 2014, marks our twenty-fifth year and more than 450 surveys have been completed. After an evaluation, archival repositories look at their records and facilities in

a new way, and reset their priorities. For many groups, the report is a stepping stone to expanded facilities and

improved services to their constituents; they need how-to-do-it information and CAPES provides it. With the New Jersey Historical Commission's continued support, we hope to provide this valuable service for many years to come.

Elsaly Palmisano is a former CAPES Coordinator (2005-2006) and still active as a consultant; and a MARAC member since 1974. epalmisa@monmouth.edu

Fred Pachman is the current CAPES Coordinator and a MARAC member since 1984. capescoordinator@gmail.com

ROSTER OF C.A.P.E.S. Coordinators

Lois Densky Wolff, *UMDNJ Library*, 1989 – 1994

Robert Stewart, *Asbury Park Public Library*, 1995 – 1997

Dan Jones, *New Jersey State Archives*, 1998 – 2004

George Cooke, *Franklin Lakes Public Library*, 2004

Elsaly Palmisano, *Consulting Archivist and Records Manager*, 2005 – 2006

Carla Zimmerman, *Monmouth County Historical Association*, 2007 – 2008

Elizabeth Shepard, *Medical Center Archives of New York-Presbyterian/Weill Cornell*, 2009 – 2011

Frederic C. Pachman, *Altschul Medical Library, Monmouth Medical Center*, 2012 – 2015

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Welcome New Members!

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Sylvia Augusteijn *George Washington University*
Doreva Belfiore *Temple University*
Robert Fahs. *The National Archives and Records Administration*
Christy Fic. *Shippensburg University*
Lori Hostettler *West Virginia and Regional History Center, WVU Libraries*
Nancy Kennedy *Smithsonian Institution*
David Lewis *Birthplace of Country Music Museum (Bristol, VA)*
David Mc Allister. *Lourdes Library, University Archives*
Cale McCammon. *Delaware State University*
Megan Miller *American Philosophical Society*
Sarah Minegar *Morristown NHP*
Jay Moore *The Mariners' Museum*
Sally Sinor
Armando Suarez *Towson University*

AUGUST 2014

Laura Bees *Drexel University Archives*
Matthew Beland *Drew University*
Treadwell Blake. *ANA*
Joe Carrano *University of Maryland*
Elizabeth Coelho. *Maryland State Archives*
Danielle Cordovez. *Rodgers and Hammerstein Archives for Recorded Sound*
Julia Corrin *Carnegie Mellon University*
Maygene Daniels. *National Gallery of Art*
Catharine Giordano *Stars and Stripes*
Cynthia Heider *Maryland State Archives*
Colleen Hennessey *The Phillips Collection*
Kelly Holman *Mylan*
Wilda Logan *National Archives and Records Administration*
Michael Maloney *Albany County Hall of Records*
Joanna McCloud. *Archives of American Art*
Daniel Michelson *Hagley Museum and Library*
Katherine Palm *Pratt Institute SLIS*
Cecilia Peterson. *Smithsonian Center for Folklife and Cultural Heritage*
Theresa Rea *Senator John Heinz History Center*
Kimberly Reamer *Bergen Community College*

Alison Reynolds *University of Rochester*
Yukako Tatsumi. *University of Maryland*
Rebecca Warlow *National Library of Medicine*
Laura Wickstead *City of Fairfax Regional Library*
Wanda Williams. *National Archives and Records Administration*
Elizabeth Willse. *Pratt Institute*
Kristina Wilson *ACE Group*

SEPTEMBER 2014

Madeleine Allen *University of Maryland*
Francine Archer. *Virginia State University*
Laura Barry *Historical Society of Washington, D.C.*
Cheryl Beredo *Cornell University*
Caitlin Birch *Dartmouth College*
Ray Bottorff Jr. *National Archives*
Lindsey Bright. *The Catholic University of America*
Lauren Cahill *University of Maryland*
Britney Crawford *NARA*
Kristin Crea *Department of Defense*
Netisha Currie. *National Archives*
William Daw *University of Pittsburgh*
Eben Dennis *Maryland Historical Society*
Timothy DeWerff *Century Association Archives Foundation*
Kathleen Donahoe *University of Pittsburgh Archives Service Center*
Rachel Donahue *National Agricultural Library*
Sarah Farinholt *National Archives*
Rachel Frazier *Maryland State Archives*
Savannah Gignac *Niels Bohr Library & Archives*
Susan Gillett. *University of Maryland College Park*
Jessica Hoffman. *Library Company of Philadelphia*
Margaret Huang *Hillwood Estate, Museum & Gardens*
Ann Hyland. *Mohawk Valley CC*
Alex Jackson. *Maryland State Archives*
David Jackson *Library of Congress*
Glenn Johnston. *Stevenson University*
Patrick Kidd. *Amtrak*
Annamarie Klose *Frostburg State University*
Gergana Kostova. *Albin O. Kuhn Library & Gallery*
Maya Lerman *Library of Congress*
Jonathan Lill *Museum of Modern Art Archives*
Richard Marciano. *University of Maryland*
Elliott McNally *State University of New York at Buffalo*
Hannah Miller-Kim *Georgetown University Law Library*
Matthew Millison *Delaware County Archives*
Anne Mitchell *Library of Congress*
Heather Mulliner. *New York University*
Kelly Anne Murphy. *Philadelphia History Museum*
Jennifer Namsiriwan Crabb. *National Archives*
Bria Parker. *University of Maryland*
Joyce Phelps. *Maryland State Archives*
Ricardo Punzalan *University of Maryland College of Information Studies*
Amy Roberts *New York Public Library LPA*
Tiffany Saulter. *University of Delaware*
Emily Schoenlein *University of Pittsburgh*
Stephanie Smith *Smithsonian Institution*
Suzanne Stasiulatis *PA State Archives*
Margo Szabunia *Presbyterian Historical Society*
Jason Thomas *M.E. Grenander Special Collections and Archives*
Joe Tropea *Maryland Historical Society*
Eduardo Uribe. *NARA*
Christina Violeta Jones. *NARA*
Mark Walters
Rebecca Warlow *National Library of Medicine*
Amy Wickner. *University of Maryland*
Gregory Wiedeman *University at Albany, SUNY*
Jesse Wilinski. *National Archives and Records*
Wanda Williams *National Archives and Records Administration*
Blair Williams *Cumberland County Historical Society*
Christa Williford. *Council on Library and Information Resources*

Treasurer's Report Fiscal Year 2014, 3rd Quarter

(January 1, 2014 to March 31, 2014)

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	% Budget
INCOME							
Membership Dues	\$30,000.00	\$26,126.00	\$5,230.00	\$2,644.00		\$34,000.00	113.33%
Conference Registration	\$76,000.00	\$24,897.00	\$26,727.00	\$27,935.00		\$79,559.00	104.68%
Conference Vendors	\$16,000.00	\$6,950.00	\$2,900.00	\$6,800.00		\$16,650.00	104.06%
Conference Sponsorship	\$8,000.00	\$500.00	\$0.00	\$2,000.00		\$2,500.00	31.25%
Publication Advertising	\$2,400.00	\$0.00	\$0.00	\$1,640.00		\$1,640.00	68.33%
Publication Sales	\$350.00	\$35.00	\$210.00	\$105.00		\$350.00	100.00%
Mailing List Sales	\$250.00	\$50.00	\$0.00	\$50.00		\$100.00	40.00%
Off-Meeting Workshops	\$7,000.00	\$5,660.00	\$425.00	\$2,550.00		\$8,635.00	123.36%
Bank Interest	\$150.00	\$30.46	\$29.83	\$29.19		\$89.48	59.65%
Investment Interest	\$2,000.00	\$543.71	\$212.07	\$434.75		\$1,190.53	59.53%
Gifts to Operations	\$500.00	\$260.00	\$60.00	\$130.00		\$450.00	90.00%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Total Income	\$142,650.00	\$65,052.17	\$35,793.90	\$44,317.94	\$0.00	\$145,164.01	101.76%
EXPENSES							
Administrator	\$15,000.00	\$3,827.22	\$4,427.33	\$4,654.12		\$12,908.67	86.06%
Web Services	\$3,200.00	\$940.75	\$700.75	\$925.75		\$2,567.25	80.23%
Archivist	\$750.00	\$750.00	\$0.00	\$0.00		\$750.00	100.00%
Accountant	\$1,200.00	\$0.00	\$1,025.00	\$0.00		\$1,025.00	85.42%
Advocacy	\$2,000.00	\$0.00	\$1,500.00	\$0.00		\$1,500.00	0.00%
Insurance Policy	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Phone	\$600.00	\$145.85	\$146.47	\$159.86		\$452.18	75.36%
Postage	\$1,050.00	\$294.30	\$298.66	\$217.36		\$810.32	77.17%
Office Supplies	\$150.00	\$0.00	\$635.19	\$378.21		\$1,013.40	675.60%
Food	\$4,150.00	\$358.30	\$1,643.56	\$274.50		\$2,276.36	54.85%
Travel	\$5,150.00	\$1,070.84	\$522.84	\$589.49		\$2,183.17	42.39%
Equipment	\$0.00	\$0.00	\$434.62	\$75.00		\$509.62	0.00%
Printing and Design	\$7,250.00	\$1,993.50	\$2,564.90	\$1,859.91		\$6,418.31	88.53%
Conference	\$85,000.00	\$240.00	\$47,938.83	\$9,312.50		\$57,491.33	67.64%
Lodging	\$1,300.00	\$179.67	\$711.96	\$111.87		\$1,003.50	77.19%
Honoraria	\$2,500.00	\$0.00	\$1,200.00	\$0.00		\$1,200.00	48.00%
Awards and Prizes	\$1,300.00	\$0.00	\$550.00	\$0.00		\$550.00	42.31%
Scholarships	\$5,550.00	\$0.00	\$1,925.00	\$472.70		\$2,397.70	43.20%
Banking Fees	\$5,500.00	\$1,887.46	\$3,171.97	\$955.58		\$6,015.01	109.36%
Investments	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Miscellaneous	\$0.00	\$0.00	\$16.95	\$25.00		\$41.95	0.00%
Total Expenses	\$142,650.00	\$11,687.89	\$69,414.03	\$20,011.85	\$0.00	\$101,113.77	70.88%
Net Income or (Loss)		\$53,364.28	(\$33,620.13)	\$24,306.09	\$0.00	\$44,050.24	
Account Balances				Opening	Credits	Debits	Closing
PNC Checking	\$61,200.54		Operating	\$19,744.15	\$44,317.94	(\$20,011.85)	\$44,050.24
PNC Savings	\$91,071.14		Restricted	\$117,917.00	\$1,470.00	\$0.00	\$119,387.00
Vanguard Bonds	\$76,654.12		Reserve	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Total	\$228,925.80		Surplus	\$15,488.56	\$0.00	\$0.00	\$15,488.56
			Totals	\$203,149.71	\$45,787.94	(\$20,011.85)	\$228,925.80
Summary - First Quarter FY 2014							
Opening Balance	\$203,149.71						
Total Income	\$45,787.94						
Total Expenses	(\$20,011.85)						
Closing Balance	(\$20,011.85)						
Restricted Funds				Opening	New Gifts	Spending	Closing
PNC Savings	\$41,262.88		Disaster Assist.	\$2,301.00	\$1,170.00	\$0.00	\$3,471.00
Vanguard Bonds	\$76,654.12		Education	\$110,385.00	\$300.00	\$0.00	\$110,685.00
Total	\$117,917.00		Finch Award	\$5,231.00	\$1.00	\$0.00	\$5,231.00
			Totals	\$117,917.00	\$1,470.00	\$0.00	\$119,387.00



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Flag which floated over Fort McHenry. 1914 June 4. Photographic glass negative. Library of Congress Prints and Photographs Division Washington, D.C. <http://www.loc.gov/>. Web 29 Sept. 2014.

Highsmith, Carol M. *Fort McHenry, Baltimore, Maryland.* c. 1980-2006. Color film transparency. Library of Congress Prints and Photographs Division Washington, D.C. <http://www.loc.gov/>. Web 29 Sept. 2014.

Collins, Marjory. *Baltimore, Maryland. Continuous stream of trolleys carrying workers from the Bethlehem Fairfield shipyard to downtown Baltimore disgorges passengers who rush for other trolleys and buses. Trolleys from other parts of the city are sent to this route at hours of the shift change in order to take care of the traffic and follow each at one minute intervals.* 1943 Apr. Photographic nitrate negative. Library of Congress Prints and Photographs Division Washington, D.C. <http://www.loc.gov/>. Web 29 Sept. 2014.

Highsmith, Carol M. *Aerial, Camden Yards Stadium, Baltimore, Maryland.* 2006 May 11. Digital photograph. Library of Congress Prints and Photographs Division Washington, D.C. <http://www.loc.gov/>. Web 29 Sept. 2014.

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Highsmith, Carol M. *Harbor, Baltimore, Maryland.* 2008 August 16. Digital photograph. Library of Congress Prints and Photographs Division Washington, D.C. <http://www.loc.gov/>. Web 29 Sept. 2014.

Highsmith, Carol M. *Aerial, Camden Yards Stadium, Baltimore, Maryland.* 2006 May 11. Digital photograph. Library of Congress Prints and Photographs Division Washington, D.C. <http://www.loc.gov/>. Web 29 Sept. 2014.

Back Cover, Left to right

Albertype Co. *Lexington market, Baltimore, Maryland.* c. 1850-1900. Photomechanical print. Library of Congress Prints and Photographs Division Washington, D.C. <http://www.loc.gov/>. Web 29 Sept. 2014.

Highsmith, Carol M. *Harbor, Baltimore, Maryland.* 2008 August 16. Digital photograph. Library of Congress Prints and Photographs Division Washington, D.C. <http://www.loc.gov/>. Web 29 Sept. 2014.

Collins, Marjory. *Baltimore, Maryland. Eighteen hundred workers are carried from the Bethlehem Fairfield shipyard to Baltimore on a former Wilson Line pleasure boat. The trip takes twenty minutes.* 1943 Apr. Photographic nitrate negative. Library of Congress Prints and Photographs Division Washington, D.C. <http://www.loc.gov/>. Web 29 Sept. 2014.

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ISSN 0738-9396

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