



THE SOCIETY of
AMERICAN ARCHIVISTS

The ACADEMIC ARCHIVIST

*The Newsletter of the
College and University Archives Section
of the Society of American Archivists*
<http://library.wustl.edu/~prietto/cusection/>

Vol 17, No. 2 Summer 2000

FROM THE CHAIR

I look forward to seeing many of you at the annual SAA conference in Denver this year. I was delighted to see that the suit against the Adams Mark Hotel was settled, but continue to be disappointed that SAA was not able to move the conference from this hotel. Diversity and a commitment to oppose bigotry and discrimination in all forms is something that this organization, and every individual should support by word, deed, and action. Attending the conference places all of us in the position of trying to decide what is the right thing to do. As a professional I believe we are obligated to attend meetings and participate in professional organizations. If we are to contribute to our profession then we must be where matters concerning our profession are being discussed and studied. We have an obligation to voice our opinions and work for the maintenance of what is good and the improvement of what is not so good. If one has the time and money to participate in professional meetings, then that is the right thing to do. And yet, if attendance in anyway makes it appear that we condone discrimination, if may not be the right thing to do.

I will be in Denver. I will participate. I hope to see many of you there and participating. I know that there will be a worthwhile program presented, though I wish that more was being done to recognize and bring into full participation more members of more of our minority groups.

The College and University Section meeting is now scheduled for Thursday, Aug. 31 from 8 a.m. to 10 a.m. I do not know the exact room, but please check your program and try to attend. We need you. Following a brief business meeting to elect a new chair and to hear reports on section committee activities, we will have the opportunity to participate in one of several study/discussion groups addressing topics of particular concern to academic archivists. Jackie Esposito has been working to find us interesting topics.

Daria D'Arienzo has been gracious enough to chair the nominating committee. I'm sure she and her committee will find someone good to serve as chair.

--- Cecilia Hunter, Texas A&M University—Kingsville

C&UA Section Meeting at SAA 2000
Thursday, August 31st,
8:00 a.m. - 10:00 a.m.

The Steering Committee will be meeting from 10:00 - 11:30, immediately following the Business meeting. Room TBA.
Everyone welcome to attend.

From the Nominations Committee

This year, the Nominations Committee is submitting candidates for the position of Chair.

Nanci A. Young and Mark E. Martin are our candidates.

Nanci A. Young is the College Archivist at Smith College, Northampton MA. She has been a member of the College and University Archives section since joining SAA in 1982. Nanci has the distinction of being the only person to serve as Vice Chair of C&U for two terms, one from 1993-1995, and another from 1997-1999. An alumna of the University of Connecticut (MA in History w/a Certificate in Archival Management) and Juniata College (BA, History), Nanci was Assistant Archivist for Public Services at the Mudd Library, Princeton University for seven years prior to coming to Smith. She was an NHPRC Archival Administrative Fellow at the New York State Archives, Bureau of Archival Services in the late 1980s, and has experience working in a wide variety of archives although academic institutions are near and dear to her heart.

Her campaign philosophy? With the largest and broadest of all SAA memberships, the C&U section has a wide range of purposes. We need to encourage members to grow through participation in projects sponsored by the section. We need to create a dialogue and projects that cross section lines, and we need to provide mechanisms to meet the needs of section members who represent diverse archival programs. The section must engage in forward thinking initiatives without denying that there still remains plenty of work to be done in assisting our members with basic archival needs. While many institutions grapple with issues of electronic records, with planning and implementing digitization projects, and encoding of finding aids, the basic needs of processing records and making them available in the traditional ways must also be represented in our activities. To this end, I would actively encourage new projects, both internally and those that cross section lines, and seek to fill those committees with a range of new and long-time members. The section is only as good as its membership and the issues we tackle.

Mark E. Martin is Assistant Curator of Special Collections for Image Resources. He received his B.A. in History from Western Carolina University and his Master of Library and Information Science, with a concentration in Archival Enterprise, from the University of Texas at Austin.

Study/Discussion Groups

Once again, the C&U section will offer study/discussion groups at its annual session at SAA's meeting in Denver. These groups discuss and evaluate hot issues in the industry and report back to the group (and in the newsletter) the results of their discussions.

Rob Sherer, University Archivist, Tulane University, will be discussing relationships with Registrars and Admissions Officers; other topics will be announced at the meeting.

The Guidelines for College and University Archives

The Guidelines will be published in a special fold out section of the Summer Archival Outlook. There will also be copies available later for those who want to buy only the guidelines.

The enhanced online version is posted on the SAA Web site at
[http://www.archivists.org/governance/guidelines/
cu_guidelines.html](http://www.archivists.org/governance/guidelines/cu_guidelines.html)

VISITING C & U ARCHIVES AT SAA 2000

By Steve Fisher, University of Denver

Colorado is home to a number of college and university archival repositories both large and small. No formal tours of these facilities are scheduled during SAA 2000 in Denver, but the academic archivists of Colorado would love to have you visit their shops before, during, or after the annual meeting. Please phone ahead to get directions and to arrange for the best times to visit.

Listed below are the C&U archives in both the Denver metro area and along the front range, including contact person, address (both street and e-mail), hours, phone number, and URL. I have not included holdings information because of space limitations but you will find detailed holdings information on the various web sites provided.

Information will also be available at the Information Desk at the Adams Mark at SAA 2000.

DENVER METRO AREA

Auraria/CU Denver Archives and Special Collections

Contact : Frank Tapp

E-mail : ftapp@carbon.cudenver.edu

Phone : (303) 556-8373

Address : Auraria Library

11th and Lawrence St., Denver, CO 80204

Hours : M-F 10-noon, 1-4 pm

URL :

<http://www.cudenver.edu/public/library/archives/html>

Iliff School of Theology Archives

Contact : Marshall Eidson

E-mail : peidson@du.edu

Phone : (303) 765-3179

Address : Taylor Library

2201 S. University, Denver, CO 80210

Hours : By appointment

URL : <http://www.iliff.edu/taylor.library/info>

University of Denver Archives/Special Collections

Contact : Steve Fisher

E-mail : sfisher@du.edu

Phone : (303) 871-3428

Address : Penrose Library

2150 E. Evans Ave, Denver CO 80208

Hours : M-F 8:30-5 pm

URL : <http://www.du.edu>

FRONT RANGE

Colorado College Special Collections and Archives
Contact : Ginny Kiefer
E-mail: vkiefer@ColoradoCollege.edu
Phone : (719) 389-6668
Address : 1021 N.Cascade. Colorado Springs, CO
Hours : M-F 9 a.m.-noon, 1-4 p.m.
URL:
<http://www.cc.colorado.edu/Library/SpecialCollections>

Colorado State University Archives
Contact : Pat Vandeventer
E-mail: pvandeve@manta.library.colostate.edu
Phone : (970) 491-1844
Address : CSU Libraries, Fort Collins, CO
Hours : By appointment
URL :
<http://www.manta.library.colostate.edu/archives/html>

University of Colorado at Boulder Archives
Contact : Bruce Montgomery
E-mail : montgomb@spot.colorado.edu
Phone: (303) 492-7242
Address: Norlin Library, Boulder, CO 80309-0184
Hours : M-F 11-5pm.

University of Northern Colorado Archives
Contact : Mary Linscome
E-mail : mlinscom@mail.unco.edu
Phone : (970) 351-2854
Address : James A. Michener Library, Greeley, CO
Hours : M-F 1-5 pm
URL : <http://www.unco.edu/library/archives/html>

Meeting Sessions to Consider

The following are highlighted sessions with topics either relevant to concerns of C&U Archivists or featuring our section members:

7. User Studies in the Digital Age: As more repositories post finding aids on the Web, archivists must evaluate the presentation and content of these finding aids to ensure that users obtain the information they seek. Knowledge of the information-seeking behaviors and information needs of users must shape such evaluations. This session will address the conceptual and theoretical framework for user studies, sharing the results of two studies and including recommendations for implementing the findings.

Katharine Salzmann, chair, Southern Illinois University Carbondale
Helen Tibbo UNC at Chapel Hill
Susan Hamburger, Pennsylvania State University
Patricia A. Threatt, Louisiana State University

9. In the Shadow of Giants: American Archivists, The Next Generation. "What's past is prologue." This statement often rings true for the young archivist inheriting management of an archival repository from a well-established professional. In this session three young professionals will examine how their education and training prepared them, or not, for their current employment situations.

Frederick Honhart, chair, Michigan State University
Kerrie A. Moore, University of Dayton
Tammy Lau, California State University, Fresno
Stacy B. Gould, The College of William and Mary

16. Beyond Markup: Accessing and Using EAD-Encoded Materials. Since the inception of EAD, one key argument for its adoption has been that such encoding will enable sophisticated searching, navigation, and display, including cross-institutional searching, and thus improve access to archival materials. This session will examine the use of EAD guides, both locally and across institutions, and suggest ways in which archivists can maximize the retrieval and utility of the collections described.

Anne Van Camp, chair, Research Libraries Group
Elizabeth Yakel, University of Michigan
Maria Bonn, University of Michigan
David Ruddy, Cornell University

28. Thieves in the Research Room: Precautions, Prevention, and Legal Remedies. We will analyze the motives and methods used by those who steal archival and library materials, as well as laws governing such thefts. The panelists will look at patterns of behavior and profiles of various categories of people apprehended for theft, including employees and researchers. An update on recent thefts, samples of proposed model legislation relating to archival theft, and a bibliography of relevant literature and statutes will be provided.

Mary M. Wolfskill, chair, Library of Congress
Phillip P. Mason, Wayne State University
Linda R. Pine, University of Arkansas at Little Rock
Richard Strassberg, Cornell University

29. Real Research on Real Users. Presenting the results of three research projects on users of archives that investigated the range of ways in which users interact with archival repositories and their staff, finding aids, and holdings, the session will provide an opportunity to learn about current research on users and to draw lessons about in-person research, reference questions mediated through e-mail, and remote searching of finding aids.

Mary Jo Pugh, chair, SF Maritime National Historic Park
Shelley Sweeney, University of Manitoba
Wendy Duff, University of Toronto
Margaret Hedstrom, University of Michigan

36SF. Faculty Papers: Beneficial or Burdensome?

This session will describe and evaluate a project that examined and modified the "Minnesota Method" to develop a systematic approach to the acquisition, appraisal, and processing of personal papers of Yale faculty members. The session will be of interest to college and university archivists who need a strategy for the appraisal of faculty papers and to those interested in the application of contemporary appraisal methodologies.

Tom Hyry, chair/commentator, Yale University

Diane Kaplan, Yale University

Christine Weideman, Yale University

41. Archival Perspectives on Digital Libraries. The creators of digital libraries have not usually paid much attention to the archival issues surrounding digital resources, such as long-term preservation. Archivists are now increasingly being called upon to develop and implement policies and best practices for digital libraries. The archivists on this panel will share their practical experiences with digitization projects and offer their perspectives on the role archivists may play in the development of digital libraries.

Lisa Robinson, Michigan State University

Anne Kenney, Cornell University

Peter Buneman, University of Pennsylvania

53. Collaboration and Communication: How Archivists Can Thrive in Group Settings.

Archivists find themselves increasingly working in committees, task groups, and teams in order to accomplish specific projects or manage an ongoing function. This session will introduce basic techniques for working in group settings. One speaker will present an overview of communication practices, focusing on development of verbal skills that help individuals interact productively. The second speaker will address management of interpersonal conflict to maximize team effectiveness.

Harry Keiner, chair, The Biltmore Company

Daria D'Arienzo, Amherst College

Alexandra Gressitt, The Library of Virginia

49. More Bang for Your Buck: Evolving Standards in Archival Description.

The development and application of descriptive standards such as ISAD, ISAAR, APPM, RAD, EAD, and MARC force archivists to analyze information more rigorously. This session examines that process and the way it facilitates several laudable objectives: enhanced end-user comprehension of data, improved systems for information delivery, and the ability to manipulate and reuse data for multiple purposes.

Kris Kiesling, chair, University of Texas at Austin

Michael Fox, Minnesota Historical Society

Richard Szary, Yale University

William Landis, UC Irvine

55. Clearing Copyright: An International Archival Perspective. Copyright is a major concern for American archivists. This session will take a worldwide perspective on copyright issues, focusing on new approaches and solutions to the old problem of identifying copyright holders. Two speakers will discuss the WATCH project in the context of international copyright investigations. The third speaker will address how copyrights were investigated and cleared for the Ad Access Project, an online database of 20th-century advertisements.

Mike Kelly, chair, New York University

David Sutton, University of Reading Library

Tara Wenger, Harry Ransom HRC, UTA

Lynn Pritcher, Duke University

66. Facing the Challenge of Web-based Programs to Meet the Needs of Online Researchers. Research and experience both indicate that archival Web sites serve a larger and more diverse community beyond those users who visit repositories in person. The chair will provide an overview of the issues that archivists face in meeting the needs of their online users. The presenters will then address three distinct approaches to understanding and reacting to the online needs of a single user group: researchers interested in sexuality and in lesbian, gay, and bisexual history and culture.

Tanya Marshall, chair, University of Maryland

Brenda J. Marston, Cornell University

Yolanda Retter, University of Southern California

Ellen Greenblatt, University of Colorado



NEWS FROM THE FIELD

Universities to Consider Electronic Records Challenges

Where are your electronic student transcripts, who can see them and how long will they last? Who will pay the costs of creation, storage and maintenance of multimedia courseware? Are digital signatures for course registrations authentic and sufficient to guarantee tuition payments? Can colleges and universities efficiently provide educational services when their electronic records are haphazardly retained or destroyed? These are a few of the challenges to be addressed in a national conference to be hosted by Arizona State University this fall.

On October 5th and 6th professionals with responsibility for creating or maintaining electronic documents will convene ECURE 2000: Preservation and Access for Electronic College and University Records. This interdisciplinary conference will feature experts from across the nation presenting leading edge research and emerging strategies for selecting, retaining and protecting or making accessible electronic records of higher education.

Building on the success of the 1999 conference as reported in the *Chronicle of Higher Education* and *office.com*, the year 2000 edition will feature a range of presentations addressing the intersections of technology, policy, education and training as interpreted by registrars and admissions professionals, attorneys, faculty, archivists, librarians, technology professionals and university administrators. The two-day conference has limited registration and features small group discussion sessions affording unparalleled post-presentation access to the experts.

For additional program and registration information see the conference website at <<http://www.asu.edu/it/events/ecure>>

--Rob Spindler, University Archivist, ASU
<rob.spindler@asu.edu>

University of Utah Sesquicentennial History Web Page

The University of Utah celebrates the 150th anniversary of its founding on February 28, 2000. As part of that celebration, the Special Collections Department of the J. Willard Marriott Library, is proud to announce a new web page containing a special University of Utah Sesquicentennial History exhibit. The exhibit details the history of the University of Utah using historic photographs, text, and sound and film clips. The page can be found at <<http://www.lib.utah.edu/150>>

Keep watching the page, for during the next year we will add special exhibits on Athletics, the Library, the Medical School, the Presidents of the University, and other special topics. There's even a link that tells you how you can contribute your photos, scrapbooks, and memorabilia to Special Collections so that it can be added to the University of Utah Archives. For more information, please contact the Archivist at the address listed below.

Roy Webb, J. Willard Marriott Library
rwebb@library.utah.edu

The Georgia Tech Archives

The Georgia Institute of Technology Archives houses numerous treasures relating to the history of the campus, its faculty, staff, and students. Located in the Library and Information Center, the Archives also operates special collections and the records management program for the entire institute. The campus includes several 19th century buildings that add color and interest to the landscape which also includes the most modern and up to date structures in the city. The community appreciates Tech's growth and it's ability to maintain the old with the new.

Among its holdings are; manuscripts, visual arts, three dimensional items; rare books, sponsored research, and dissertations and theses from the graduate programs. The archives includes a reading room, state of the art closed stack area complete with a fire suppression system and environment control.

Open from 8 a.m. – 5 p.m. Monday through Friday, the archives reference desk field numerous questions and telephone calls. The majority of visitors is interested in the Tech campus history and is often referred to the newly constructed web site for building history and photos. The web site features the history of the buildings at Tech and especially focuses on the French Textile building constructed in the 19th century. The visual arts collection contains excellent black and white photographs of the Tech campus from the 19th century to present and the manuscript collections contains records and papers of early presidents. Tracing Tech's history through these resources and the early minutes of the campus is exciting and always reveals a new and interesting fact.

The rare book collection is unique and impressive. The collection includes the first three editions of Newton's Principia; a set of the Blaeu Atlas created in the 16th century by the well-know Dutch printer, and numerous unique books on the history of mathematics and science. Recent additions to the collection include a rare math book by Robert Woodhouse entitled A treatise on plane and spherical trigonometry published in 1809. The book is made even more interesting by its association with Sir John F. W. Herschel, British scientist and the Einstein of the 18th century. Herschel's notes in the margins add historical value and rarity to the book.

The Records Management program includes the entire campus and works hand in hand with the State of Georgia requirements. Georgia is an open records State. At this time, working with electronic records programs is high on the agenda.

The Georgia Tech archives is a unique resource for the campus and for the community. It is also a unique resource for a busy, growing, and "new" oriented city like Atlanta.

--Anne Salter, Department Head
anne.salter@library.gatech.edu

University of Toronto Archives Database now on-line

The University of Toronto Archives and Records Management Services is pleased to announce that the Archives Database containing an inventory of Accessions of both university records and personal records is now available through our web site at <http://www.library.utoronto.ca/utarms> This achievement is the result of five years of work on the part of UTARMS staff to provide standard level of description at the accession level for archival materials received since the department's establishment in 1965. We are especially grateful to Marc Lalonde and Graham Stewart of the Library's Information Technology Services department for technical and design assistance essential to the mounting of this database. Comments and questions concerning the Archives Database, or any of our services may be sent to Garron Wells <wells@library.utoronto.ca>

The University of Alberta Archives

The University of Alberta Archives is pleased to announce the completion of the arrangement and description of the Dr. Lewis Herbert Thomas Fonds.

Dr. Lewis Herbert Thomas, archivist, historian and administrator, was born in 1917 and died in 1983. Dr. Thomas was Provincial Archivist of Saskatchewan from 1948 – 1957 and from 1957 to 1964 he was a professor of history at the University of Saskatchewan, Regina Campus. He joined the University of Alberta in 1964, becoming professor and head of the Department of History, 1965-1968. His special area of study was political development of Western Canada. He was editor of *Saskatchewan History*; a contributor to encyclopedias and festschriften; author of four books on western Canadian politics and historians; a member of the National Historic Sites and Monuments Board of Canada; active in historical associations; and a constant mentor to his students. The University of Saskatchewan honoured him with an LLD, and he was the recipient of numerous awards for his services to western Canadian history.

The records covering the period of 1912 – 1983 include teaching and research materials, publications and personal

correspondence, speeches and notes. They constitute a rich source of information in the career of a distinguished archivist and historian whose active involvement in teaching and research inspired many students and colleagues.

Funding for this project came from the Archives Society of Alberta from lottery funding received through the Alberta Historical Resources Foundation. Questions should be addressed to the University of Alberta Archives, Ring House 1, University of Alberta, Edmonton, Alberta, T6G 2E1. Telephone: 780-466-6118 or e-mail at archives@ualberta.ca.

From the ARCHIVES Listserv

On 2/10/00 J. Frank Cook <fcook@library.wisc.edu> of the University of Wisconsin-Madison Archives wrote on "Archiving" University Course Catalogs:

The University Archives of the University of Wisconsin-Madison is involved in designing a process to preserve digital version(s) of our academic catalogs. We have acknowledged through a set of electronic records policy principles that the preservation of electronic records may be a distributed responsibility for our institution, and that we would not attempt to acquire electronic records in all cases or have the capability within the Archives to maintain them. Rather, we want to assure that the records creators maintain an archival copy -- as archivists, not techno-geeks, use the term. The Archives would maintain bibliographic information about the catalog, and would provide access to the users of a "true copy" of the catalog. As we proceed with this effort, it would greatly help us if we could learn of the efforts of other repositories who have faced these issues. Specifically, does anyone have experience with specifying norms or rules for preservation, access, migration, etc, when archival responsibility for a set of electronic records is delegated" to working departments?"

On 2/24/00 Steve Masar <smasar@library.wisc.edu> followed up:

We think that long-term archival storage, retrieval, data migration, etc may need to be the responsibility of the originating offices rather than the Archives, at least for some electronic records series, the course catalog for our example.

That won't let the Archives off the hook of our ultimate responsibility, but it does let us concentrate on making retention policy, creating union cataloging, providing reference services, etc, while distributing preservation costs across our institution and having the records administered by those who know them best.

Essentially, the Archives would be delegating some of its responsibility to another entity.

Frank's question spoke to our need to make policies and rules that would be the basis for such a delegated agreement. Has anybody else tried to do this? Surely, cooperating offices will have to obligate themselves to ensure secure storage, to perform data migration, to provide adequate public access to multiple longitudinal sets of annual data. Surely there would have to be fall-back arrangements should the office become unwilling or incapable of preserving the records. Doubtless there are other things we haven't thought of.

Are we the only archives that thinks it might be easier to distribute some of the responsibility than to get a whole bunch of new money and staff to do it all ourselves? If not, has anybody got a start on writing up policies to make sure this kind of delegation works? That's what we'd like to hear more about.

In May Steve Fisher <sfisher@du.edu> **of the University of Denver inquired:**

I would like to ask my C & U colleagues to answer a quick question about student records. Who is responsible at your institution - the Archivist or the Registrar - for inactive student records? I am talking about records of deceased students or records older than say 50 years.

He then reported:

I had 45 responses. Of these:

- at 26 institutions custody is shared between Registrar and Archives
- at 19 institutions custody is entirely with the Registrar.

Some observations:

- At a number of institutions where in the past Registrar had sole custody, inactive records are currently being digitized or microfilmed by the Registrar with transfer of originals to Archives pending.
- Record schedules for transfer of inactive student records to Archives vary widely, from 5 years after graduation to graduates pre 1920.
- In several institutions custody is also shared with the Alumni office. Often the cycle is Reg - Alumni - Archives.
- Individual graduate schools in larger institutions often retain custody of their own inactive student records.
- Physical custody may not translate to access. In several institutions Archives may house inactive student records but access is permitted to Registrar only .

- Most archivists in institutions where the Registrar has sole custody seem to be quite happy with the arrangement, feeling that they do not have the staff or resources to take on the management of inactive student records.

Steering Committee Members

Cecilia Hunter, Chair (1998-2001)
Texas A&M University—Kingsville
<kacah00@tamuk.edu>

Claude Zachary, Vice-Chair (1999-2001)
University of Southern California
<czachary@usc.edu>

Larry Landis, Oregon State University (1997-2000)
<landisl@ccmail.orst.edu>

Robert Sherer, Tulane University (1997-2000)
<robsher@mailhost.tcs.tulane.edu>

Mark Vargas, University of Science and Arts of Oklahoma (1997-2000)
<facvargasm@usao.edu>

Carole Prietto, Washington University of St.Louis (1998-2001) <prietto@library.wustl.edu>

Daria D'Arienzo, Amherst College (1999-2002)
<ddariento@amherst.edu>

Jackie Esposito, Penn State University (1999-2002)
<jre@psulias.psu.edu>

Carol Mathias, Nicholls State University (1999-2002)
<el-cam@mail.nich.edu>

Note to Contributors

Please send news items, articles, sightings in the Archives reports, and any relevant or amusing submissions to the Editor of *The Academic Archivist*, Claude Zachary, c/o USC University Archives, Los Angeles, CA 90089-0182 or <czachary@usc.edu>.
