



THE SOCIETY of
AMERICAN ARCHIVISTS

The ACADEMIC ARCHIVIST

*The Newsletter of the
College and University Archives Section
of the Society of American Archivists*

<http://207.21.198.172/saagroups/cnu/>

Vol. 18, No. 3 Summer 2001

FROM THE CHAIR Nanci Young, Smith College

Greetings from Northampton! I'm using this hot and muggy day to prepare for our meeting in Washington, DC. As I look over the fine newsletters that your Vice-Chair Claude Zachary has produced for the section, I am amazed at the quantity and quality of work the section as a whole and individual members, accomplished over a short period of time. Ranging from projects dealing with revisions to the by-laws, and updating our C&U readings publication, as well as preparing our fine discussion groups for the business meeting, members of the Steering Committee have been hard at work. I see the names of many C&U colleagues on this year's Annual Meeting program in sessions ranging from EAD, town-gown relations, privacy, records management and more. C&U members also volunteer for other SAA committees. We are a hard-working and productive crowd. Of this we should be proud. For this I am thankful.

But we rest not on our laurels. There are areas where we can put our strengths to the challenge. Over the last year or two there has been a lull in the panel sessions sponsored by the Section. To those of you who lead discussion groups: consider expanding your session into a program proposal. If in conversation with other colleagues, you have the kernel of a session proposal, talk with a Steering Committee member. We're here to assist you, to listen to your ideas, help you make connections, and to help strengthen your proposal. We recognize that SAA does not provide much time between the Annual Meeting and the proposal deadline, so use the collective knowledge and experience of the Steering Committee. This year, the program proposals are due to SAA by October 6th.

In previous issues of *The Academic Archivist* I've encouraged you to think about and act on the roles of civility and diversity in your archives and institutions, and about maintaining a balance as we juggle with many facets of our lives. I look forward to seeing you all in Washington DC, where we can share our stories, successful or otherwise, from the year that has just passed.

College & University Archives Section Meeting At the SAA Annual Meeting, Washington DC Thursday, August 30, 2001 from 8am-10am

(Please consult your on-site program for specific room information.)

Following a brief business meeting to hear various reports and elect a new Vice-Chair, we will have the opportunity to participate in several discussion groups addressing topics of interest to C&U members. Jackie Esposito (Penn State University) is preparing the discussion group programming, at publication time including sessions documenting student life and collecting faculty papers.

The Steering Committee will meet briefly at the conclusion of the business meeting.

Meeting Agenda

1. Call to Order
2. Approval of August 2000 minutes
3. Report by the Chair on Steering Committee Activities
4. Report by the Vice-Chair
5. Report of the Nominating Committee and Election
6. Report by Council Liaison
7. Study Discussion Groups
8. Adjournment

C&UA Office Hours will be held on Thursday, August 30, 2001 11am-noon at booths 46-47 in the Exhibition Hall.

C&U SECTION WEB SITE MOVES TO SAA

Thanks to the work of SAA Webmaster Brian Doyle, it is now possible for sections and roundtables to have their web sites hosted by SAA. Carole Prietto, C&U Section Webmaster, worked with Brian to move our C&U site to the SAA server. As of May 15, the address for the C&U Web site is:
<http://207.21.198.172/saagroups/cnu/>

C&UA VICE-CHAIR NOMINEES

The following are biographical statements for nominees for C&U Vice President.

Burt Altman is currently a Director on the Executive Board of the Society of Florida Archivists (SFA). Since he moved to Florida in 1981, Mr. Altman has held the position of University Librarian in The Florida State University Libraries Special Collections Department and Archivist of the Claude Pepper Collection. He serves as the University Libraries Preservation Officer. He holds the BA in Political Science from Ithaca College, New York, the MLS from Long Island University, C. W. Post Campus, and the MA in History from Adelphi University. He became a Certified Archivist in 1999. Mr. Altman has made presentations and been active in professional organizations, including SAA and SFA. In 1997 he proposed the POLARIS (Pepper OnLine Archival Retrieval and Information System) Project, a multi-year digitization project, which was accepted and funded by the Claude Pepper Foundation in October 1998. In 2001, his Florida Local Historical Records Grant Program proposal for a manuscripts survey of Special Collections was funded by the Florida Department of State. Mr. Altman was the recipient of SFA's Award of Excellence in 1998.

Carole Prietto

A little about me ... hmmm ... let's start at the beginning: I've been at Washington University in St. Louis since 1990; I have a masters in history from UCLA; I've been certified since 1992. I've published one article and one book review in the American Archivist, and I've given many presentations at MAC and SAA.

Some years ago, an article in the Academic Archivist referred to me as an "automation maven", and it's true. I've always been interested in automation issues. My first involvement with C&U was as editor for an academic automation column in AA. My one American Archivist article and book review were both on automation topics, and I continue to be fascinated by the outreach potential of the World Wide Web. I now maintain the C&U Web site, including hosting the online edition of AA. But my interests don't stop with automation. Two years ago in Pittsburgh, I had a crazy thought: since the C&U Guidelines are now under revision, perhaps it's also time to revise the C&U Archives Reader. Last year in Denver, I found the courage to actually propose it to the Section. They liked it. And you know what happens to those who propose an idea ...

I'm excited to be running for Vice Chair of C&U Section, and looking forward to continuing to serve the Section membership.



C&UA READINGS PROJECT

Last year in Denver, it was proposed that C&UA Section publish a revision to "College and University Archives: Selected Readings", first published by SAA in 1979. The proposal was strongly endorsed by the C&U Section Steering Committee and by Teresa Brinati, SAA Publications Director. A preliminary proposal, drafted by Chris Prom and Ellen Swain (both from U. of Illinois), was sent to the SAA Publications Board in March. The Publications Board enthusiastically accepted the proposal, and we were given the green light to go ahead with a full proposal. The committee is working to have the full proposal ready by this summer's meeting in Washington. Section members interested in working on the book project should contact Carole Prietto (Washington U., St. Louis) at (314) 935-9730, or prietto@library.wustl.edu

LCSH Subdivisions Workshop at LC (FREE!) Friday, August 31

Kate Bowers is pleased to announce that training *will* happen in Washington DC during the SAA conference this year! Trainees will learn how to construct Library of Congress Subject Heading (LCSH) authority record proposals for subdivisions under names of colleges and universities.

Training is intended for participants in the "funnel" project announced at the section meeting last year; however, archivists may participate in the funnel project even if they cannot attend the workshop. (For information on funnel projects, see <http://www.loc.gov/catdir/pcc/funnelfaq.html>.)

Training is free of charge, but does require a time commitment: the program is expected to last almost all day. Library of Congress Subject Authority Cooperative Program (SACO) staff who specialize in education subject headings will lead the workshop. Attendance will increase the likelihood of a participant's proposals being accepted for inclusion in LCSH.

The funnel project will be especially valuable to college and university archivists who describe their holdings in an integrated library system (ILS). Many college and university archivists use local subject headings that are not authorized in LCSH because the LCSH thesaurus lacks many of the terms we need. Creating new, authorized subdivisions or authorizing those used locally will enhance access to archival materials by integrating them more effectively into the infrastructure of the ILS.

If you are interested in participating in this project, even if you will be unable to attend the training, please contact the project chair, Kate Bowers, at:

kate_bowers@harvard.edu

(617) 495-2461 (voice), (617) 495-8011 (fax)

Harvard University Archives, Cambridge, MA 02138

NEWS FROM THE FIELD

Cornell University Electronic Student Records Systems Project

The Cornell University Archives received a grant from the NHPRC for an 18-month project to investigate the requirements for electronic administrative records. During the summer of 2000, the project was restructured to focus on electronic student records. A consultant with substantial electronic records experience, Nancy McGovern, visited Cornell for an extended period, interviewing relevant staff in the Cornell University Archives, the Registrar's Office, and Cornell Information Technologies. She compiled a report which:

- Provides a starting point for universities to consider their electronic student records systems
- Proposes approaches and considerations for preserving electronic student records
- Presents the technical and organizational context for electronic student records systems
- Provides relevant sources and research citations for further research and applied projects

The report includes generalizable recommendations, addresses records management and archival considerations, details pros and cons for preservation options, and identifies potential research issues for student records. By presenting the findings of the Cornell project, the report is intended to serve as a base and provide a context for universities to consider their electronic student records systems and to establish an appropriate preservation strategy. It is structured to deal with four types of issues:

1. Universal systems issues that are relevant for preservation, regardless of the type of system that is being considered, including general record keeping requirements and long-term access issues.
2. Generic concerns that pertain to electronic student records systems, but are not institution- or system-specific, including retention guidelines and records management concerns, the American Association of College Registrars and Admissions Officers (AACRAO) metadata definition for academic records and transcripts, and archival concerns.
3. System specific implementation issues including concerns that are defined by the system implementation and that may be specific to the organizational environment in which the system is implemented.
4. Preservation approaches and strategies that must be suited to the resources and requirements of the organization and the requirements of the records.

While the report makes recommendations specific to Cornell, we hope it will be helpful to all university archivists. The report is available online through our Web site at <http://rmc.library.cornell.edu/online/studentRecords/> or in

paper form at a cost of \$10.00. Please direct requests to Peter Martinez, Division of Rare and Manuscript Collections, 2B Kroch Library, Cornell University, Ithaca, NY 14853; email (pm66@cornell.edu)

University of Kentucky Administration Building Burns

On the afternoon of May 15, 2001 the University of Kentucky's Administration Building, UK's oldest and most historic edifice, became engulfed in flames and smoke. The second and third floors were thoroughly gutted by fire. The basement and first floors were water-damaged and flooded. The three-story building, built in 1882, housed the offices of the President, Vice Chancellor, Legal Counsel, Fiscal Affairs, University Senate, Graduate Research, University Relations, Internal Audit, University Architect, Information Systems, Academic Affairs, Self-Study, and Affirmative Action.

Immediately following the fire, UK University Archives and Records Program (UARP) staff began to provide information regarding the building and took steps to preserve the thousands of official documents which lay damaged by smoke and water in the smoldering building. UARP staff, with the assistance of the UK Libraries' Preservation Team, supervised the disaster recovery of the administrative records in the building. The process was slowed when firefighters were forced to turn their fire hoses back on the still smoldering building several times during the day. But within seventy-two hours of the initial blaze, all salvageable documents (ca. 1500 cubic feet) were out of the building and on their way to a drying center in Chicago.

During the hours after the disaster began, staff from UARP also responded to requests for information and photographs pertaining to the history of the building. UARP staff have already begun working with architects and construction personnel to provide information crucial to the accurate historical reconstruction of the building.

UARP staff, along with the Libraries' Preservation Team, are currently working on arrangements for the return of the damaged records. Preparations include outfitting a proper staging area, meeting with Central Administration staff to discuss handling and records retention procedures and assessing proper disposition, determining which records are historical, permanent or non-permanent.

Thus far, the documents recovery process has gone remarkably well, and UARP staff have had the full cooperation of the Central Administration.

For further information concerning the University of Kentucky University Archives and Records Program (UARP) please phone 859-257-8372 or visit our web site at: <http://www.uky.edu/Libraries/Special/uarp/>

--**Tom Rosko**, Assistant University Archivist; Director, UK Records Program

Online Archive Catalogue at The University of Birmingham, England

by Linda Needham, Information Services

An Online Archive Catalogue allowing access to archive collections held in the Special Collections of the University of Birmingham in Birmingham, England, will be available as of 1st June 2001. Thanks to access funding provided by the Research Support Libraries Programme, we have been able to develop the OPAC feature of the CALM archives management database to allow online and Internet access to our collections. The objective of the Online Archive Catalogue is to increase awareness and usage of the University's archives and special collections, both nationally and internationally.

The Catalogue may be accessed via the Internet at <http://calm.bham.ac.uk/DSErveA/>. As the University of Birmingham will be among the first large institutions in England using the CALM archives management system to mount a successful archive OPAC and to provide Internet access to archival collections, this is quite an exciting accomplishment. Users will now be able to electronically access collections such as the Joseph and Austen Chamberlain papers, the Church Missionary Society archives, and many other prestigious collections held by the University. We are confident that the Online Archive Catalogue will provide a valuable research resource for users of Information Services as well as for researchers both nationally and internationally.

New Appointments

Geoffrey Reynolds has been appointed director of the Joint Archives of Holland, located at Hope College. Reynolds has served as collections archivist with the rank of assistant professor since January of 1997, and has been acting director of the archives since January of this year. He will assume his new duties on July 1, and will succeed Larry Wagenaar, who has been director of the Joint Archives of Holland since its founding. Wagenaar, who was on sabbatical during the most recent spring semester, has been appointed executive director of the Historical Society of Michigan and will assume his new duties on July 1. The Joint Archives of Holland of Holland, which opened in 1988, brings together the archival collections of Hope College with those of the Holland Museum, Western Theological Seminary and other organizations that contract for archival services.

The Lauinger Library at Georgetown University has appointed **Lynn Conway** as university archivist.

Jennifer Jacobs is the new university archivist at the University of California, Irvine.

David Gartrell is the new university archivist at the University of California, Santa Barbara.

Gerianne Schaad is now head of archives at the University of Texas at San Antonio.

Programs of Interest -- SAA Annual Meeting

Thursday, August 30, 10:30 am

3. EAD Implementation: Strategies for the Rest of Us
- Michael Fox, Chair, Minnesota Historical Society
 - Gina Minks, University of Tulsa, McFarlin Library
 - Elizabeth Dow, Louisiana State University
 - Christopher Prom, University of Illinois Archives

Friday, August 31, 1:30 pm

36. You Can Run But You Can't Hide: Meeting the Challenges of Access to Nontraditional Archival Records
- Sarah Talley, Chair, Utah State Archives and Records Services
 - Jill Severn, University of Georgia Libraries
 - Pam Hackbart-Dean, Georgia State University
 - Nancy Marrelli, Concordia University

39. Town and Gown: Local History and Academic Repositories
This session explores how academic repositories document, serve, and share resources with the larger communities in which they function.

- Ellen Swain, chair, University of Illinois at U-C
- Patricia Threatt, Louisiana State University
- Brian Keough, State University of New York, Albany
- Katharine Salzmann, Southern Illinois University

Saturday, September 1, 10:00 am

48. The Annual Report: Contemporary Issues and Historical Uses.

Annual reports are going the way of the dodo... or are they? The panelists will discuss a variety of responses to a perceived potential loss of this critical information resource.

- Roland M. Baumann, Chair, Oberlin College
- Elizabeth Andrews and Nora Murphy, MIT
- Kathy Marquis, University of Michigan
- Robin McElheny and Kate Bowers, Harvard University

11:45 am

60. Strategies for Managing Electronic Records: Lessons Learned from the Indiana University Electronic Records Project

- Gregory Hunter, Chair, Long Island University
- Philip C. Bantin, Indiana University
- Rosemary Pleva Flynn, Indiana University
- Richard E. Barry, Commentator, Barry Associates

4:15 p.m. - 5:15 p.m.

65SF. Documentation Management: The Marriage of Records Management and Archival Collection Development.

Yale University's Archives 300 Project team has developed a unique documentation strategy that is implemented through records schedules based on university functions.

- Kathryn Hammond Baker, Chair, Countway Library
- Mary Caldera, Yale University
- Stephen Cohen, Yale University
- Michelle Light, Yale University

College & University Archives Outreach Survey

As a part of continuing research on the subject of outreach programs in college and university archives, Tamar Chute at Ohio State University is preparing a survey to mail to members of this section. Tamar hopes to answer three main questions: how is outreach defined; what programs are being done; and how is outreach evaluated. Because the section is so large (over 600), Tamar intends to scientifically sample the group. The survey will be 36 questions and take approximately 15 minutes to complete.

Please help in answering the survey and returning it. Tamar believes that this is an important issue for all college and university archivists, and hopes the information collected will provide needed answers. If you have any concerns or questions about the survey, please feel free to contact Tamar at 614-292-3271 or chute.6@osu.edu.

ECURE 2001: Preservation and Access for Electronic College and University Records October 12–13, 2001

<http://www.asu.edu/it/events/ecure/>



Presented by Arizona State University, the third annual ECURE 2001 will once again bring together a unique blend of resources to discuss and analyze the issues related to managing institutional information in electronic form. The conference will partner knowledgeable individuals from a range of backgrounds—comptrollers, attorneys, registrars, technologists, archivists, academic administrators, and faculty—to begin the interdisciplinary dialogue necessary to identify viable solutions and best practices for management of electronic information and creation, retention, and disposition of electronic records. The goal is to continue the dialog begun in ECURE 1999, to help participants better understand the issues and challenges, learn about models for collaboration, and prepare to address the challenges of planning and managing electronic records in today's complex policy, technological, and political environment.

Speakers who are confirmed this year that are active in the archival field include Peter Hirtle, the Co-Director of the Cornell Institute for Digital Collections; Johanne Pelletier, University Archivist, McGill University; Philip Bantin,

University Archivist, Indiana University; Wendy Duff, Assistant Professor, University of Toronto; David A. Wallace, Assistant Professor, University of Michigan; Garron Wells, University Archivist, University of Toronto; and Helen Tibbo, Professor, UNC Chapel Hill.

Archivists interested in attending in 2001 are encouraged to bring along another person from their institution who has related responsibilities, such as an information technology person, an attorney, a records manager or an academic administrator. For more information, please check the ECURE website or contact the conference co-chairs, Robert Spindler, University Archivist, and Jeremy Rowe, Head of IT Media Development, at rob.spindler@asu.edu or jeremy.rowe@asu.edu.

Grant Writing Deadlines

August 1 Deadline to apply for Fulbright Awards for lecturing and research grants in academic year 2000-2001.

Oct 1 NHPRC deadline (for the May meeting). The Commission's main guidelines (which include application forms) may be downloaded from their guidelines page (<http://www.nara.gov/nhprc/apply.html>) as "PDF" files or may be requested from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration, 700 Pennsylvania Avenue, NW, Room 111, Washington, DC 20408-0001, phone: 202-501-5610, fax: 202-501-5601.

Nov 1 Division of Preservation and Access, NEH, deadline for the Preservation Program and National Heritage Preservation Program; for projects starting June 1; changed from Dec. 1. NEH, Preservation and Access, Room 802, 1100 Pennsylvania Avenue NW, Washington DC 20506, 202-606-8570, NEHPRES@GWUVM.GWU.EDU.

Note from the Editor

I have enjoyed working with the membership of the C&UA Section in putting the Academic Archivist together for the past two years. This newsletter can be an effective and community-building tool to aid communication within our widely diversified constituency, so I, as all my predecessors have, encourage you to actively use this forum, and make the work of my successor as enjoyable as mine has been.

I look forward to seeing many of you in Washington this August.

Claude Zachary, University of Southern California

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