

Descriptive Notes



The Newsletter of the Description Section of the Society of American Archivists

Summer 2007

FROM THE CHAIR

Jane Rosario

Greetings to all of you! I hope you are planning to attend the 2007 annual meeting in Chicago, and especially the Description Section meeting on Friday, August 31st, from noon to 2pm. We will hear official reports and announcements, hold an election for the next vice-chair/chair-elect, and enjoy a presentation on Encoded Archival Context (EAC) chaired by the past chair of the Description Section, Kathy Wissner. I remember that the discussion around EAC at the meeting last year was pretty excited, so I'm looking forward to this and I hope you are too. The meeting agenda, as well as sessions that may be of particular interest to the descriptively inclined, follow in this newsletter.

This year, I am encouraging representatives and liaisons giving reports at the meeting to submit them in advance so that the reports can be put up on the Description Section web site (<http://www.archivists.org/saagroups/descr/>) before the meeting and distributed in hard copy at the meeting. That way, no one will miss important details, acronyms, or URLs, and because the meeting is always so packed with content, we can cover all the ground necessary in the time allotted. This is an experiment, so we will see how it goes. Thoughts and suggestions are welcome.

Since the last issue of *Descriptive Notes* came out, Mary Lacy has continued to keep the Description Section apprised of developments in the progress of Resource Description and Access (RDA). Mary will be stepping down as the official SAA representative to ALA's Committee on Cataloging: Description and Access after the Chicago meeting. Mary has done an outstanding job, and we owe her many thanks and much gratitude. Diane Ducharme has been appointed the SAA Description Section liaison to the nascent Rare Book and Manuscript Section (RBMS) Bibliographic Standards Committee Manuscripts Working Group, which will be examining descriptive standards for single-item, modern manuscripts. Both Mary and Diane will give more detailed reports at our Section meeting. As chair of the Description Section, I also had the pleasure of serving ex-officio on the C.F.W. Coker Award subcommittee with Chris Burns (chair of the subcommittee) and Mattie L. Sink. Without giving more away, I will just say that the applicants were (and are) very, very impressive.

One of the biggest changes facing the Description Section in the upcoming year is bringing its bylaws into compliance with the new policies and procedures that have been integrated into the SAA Council Handbook. (See <http://www.archivists.org/governance/handbook/index.asp> for the handbook, and <http://www.archivists.org/governance/SectRTPolicies.pdf> for the language relating to the revised policies.) One of the bigger changes will be in elections. The new policies recommend the election of four (yes, four!) officers, as opposed to one vice-chair/chair-elect. This is a great opportunity to involve more people in the Section, and I hope that when the new chair, Mark Matienzo, sends out the call for candidates next year, you will consider stepping up. Serving in any SAA Section or Roundtable provides an exceptional chance to meet and work with great colleagues and learn a multitude of interesting and useful things. It is rewarding, and (dare I say it?) it can be downright fun.

Lastly, I would like to thank all of you, the Section members. Over the last two years, you have been supportive, generous, and kind. I would like to thank Section leadership for all their help, advice, and patience: Kathy Wissner, Michelle Light, Diane Ducharme, Chris Burns, C. Jerry Simmons, Mary Lacy, D. Claudia Thompson, Chris Prom, Mark Matienzo, and Council Liaison Ben Primer. Colleagues Kelcy Shepherd, Bill Landis, Alison Bridger, and Randy Brandt have also been invaluable. Thank you so much!

See you all in the Windy City, where this year, according to the theme, we will Make No Little Plans.



FROM THE VICE CHAIR

Mark A. Matienzo

SAA Description Expo 2007

As we get closer to Archives/Chicago 2007, we also get closer to the deadline for submissions for the section's annual Description Expo (formerly known as the Finding Aids Fair). This year's Description Expo differs from past years in a few ways. First off, the Expo will not have a theme, but I invite all of you to submit descriptive projects that involve new technology or ideas (e.g. Web 2.0) or that you feel are groundbreaking in some other way. In addition, this year we will not have a staffed booth in the exhibit area as we did in the past. SAA is a busy time for the Section's leadership, and finding people to dedicate their conference time to sitting at the booth is difficult. Instead, we will have a table available with a poster and relevant materials in one of the common areas of the conference floor. We are currently negotiating with SAA staff as to exactly where our table will be. In light of this, we'll be creating an online component to the Description Expo as we have in the past, but with richer content.

I hope that you will consider submitting your descriptive project or finding aid to this year's expo. To submit your entry, please contact me at mmatienz@aip.org. I ask that you submit your materials no later than August 15, 2007.

**DESCRIPTION SECTION MEETING AGENDA****SAA Annual Meeting****Friday, August 31, 2007 12-2pm**

- I. Welcome and Section Reports
- II. Reports from SAA Committees, Liaisons, and Related Groups
- III. New Business (including election of new Vice-Chair/Chair-Elect)
- IV. Program

Context-Schmontext: Contextual Information Innovations in Archival Description

Peter Hymas, State Library of North Carolina

Dennis Meissner, Minnesota Historical Society

Daniel Pitti, University of Virginia

Katherine M. Wissner, University of North Carolina at Chapel Hill (Chair)

This panel will examine the role of contextual information in archival description and focus on the theory and implementation of the beta standard Encoded Archival Context (EAC). The panel will begin with a presentation from Meissner on the importance of context information in assisting description and access activities, including solutions implemented prior to the development of the EAC standard. Wissner will follow with a general introduction to the EAC standard, including an overview of the structure and elements in the beta standard. Pitti will explore the XML functionality built into the beta standard that can be leveraged by EAC projects. Hymas will conclude by discussing the NCBHIO project, which seeks to create a union EAC repository for North Carolina.

**2006-2007 LEADERSHIP LIST**

Jane Rosario, Chair

Mark A. Matienzo, Vice-Chair/Chair-Elect

Diane Ducharme, Web Liaison

Michelle Light, Newsletter Editor

STEERING COMMITTEE/MEMBERS AT LARGE

Christopher Burns

Mary Lacy

Kelcy Shepherd

Jerry Simmons

Claudia Thompson

Katherine Wissner

NOMINATIONS FOR VICE-CHAIR/CHAIR-ELECT

The election will be held at the Description Section meeting on Friday, August 31, from noon to 2pm, in Chicago.

Erin Lawrimore, Coordinator for Acquisitions and Processing

University of Tennessee Special Collections Library

Biography

Since 2003, I have been the coordinator for acquisitions and processing at the University of Tennessee Special Collections Library in Knoxville. In that capacity, I manage manuscript processing and digitization, rare book cataloging, acquisition of new collections, and dealer and donor relations for the library. I also created the Special Collections Library's processing manual, implemented uniform arrangement and description standards for the processing of manuscript collections through adherence to DACS and use of EAD, and reduced the manuscripts backlog by nearly 1,500 linear feet. With colleagues in the Digital Library Center, we established MODS as our primary metadata schema for digital collections and developed crosswalks between MODS, EAD, DC, and MARC for integrated searching of Special Collections materials. Prior to this position, I served as the Archivist for the Fred D. Thompson Papers, where I processed 390 linear feet of materials from the former Senator (and probable Presidential candidate). A member of the Society of Tennessee Archivists and the Academy of Certified Archivists, I hold an M.S. in Information Studies from the University of Texas at Austin and a B.A. in English from Duke University.

Statement

With an increasing number of repositories mounting their finding aids or digital collections online, the need for descriptive standards and documented practices becomes all the more important. The Description Section serves as a forum for bringing together new implementers and experienced practitioners. As a relatively new archivist at an institution which only recently standardized its archival descriptive work, I am interested in promoting the needs of new implementers while also encouraging experimentation among the more established institutions.

James Roth, Head of the Archival Processing Unit

John F. Kennedy Presidential Library and Museum

Biography

James Roth is head of the Archival Processing Unit at the John F. Kennedy Presidential Library and Museum. Part of his duties include overseeing the arrangement and description of collections, including the reduction of the backlog of unprocessed collections (we still consider it a backlog); the editing and conversion of oral history transcripts; and managing the scanning and creation of metadata for digital collections. He is a past recipient of the Theodore Calvin Pease Award (2001), and has published articles in *American Archivist*, *Prologue*, and *The Hemingway Review*. James holds an M.S. in Library Science, specializing in archives, from the University of North Carolina at Chapel Hill, and an M.A. in American History from the University of New Hampshire. He is a member of the Society of American Archivists and the New England Archivists.

Statement

In his presidential address, Richard Pearce-Moses stated we as archivists are constantly moving between the past and the future, yet that boundary is indistinct. Whether with new technologies or with traditional methods, it is our duty as archivists to find better ways in which to describe our holdings. But, cautioned Pearce-Moses, "embracing the new does not mean discarding the old..." We must find the balance between the two. As archivists interested in descriptive methods and technologies, we much learn from our archival training to find solutions to current and future issues. We have seen these changes in descriptive standards (DACS), cataloging (the forthcoming RDA), finding aids (EAD and EAC), and the way in which we manage our collections (Archivists' Toolkit). All this must be balanced with our continued work of arranging and describing our holdings in a timely manner to allow better access. I look forward to the challenges of discovering new answers and better methods in my own work and believe the best way to meet these challenges is collectively through forums such as the Description Section.



RELEVANT MEETINGS, SESSIONS, AND EVENTS AT THE UPCOMING SAA

Tuesday, August 28th

1:00-5:00 PM Standards Committee

Wednesday, August 29th

9:00 AM-2:00 PM Standards Committee/Technical Subcommittee on Descriptive Standards

4:00-6:00 PM Metadata and Digital Object Roundtable

6:00-8:00 PM Encoded Archival Description Roundtable

Research Libraries Group Roundtable

Visual Materials Cataloging and Access Roundtable

Thursday, August 30th

10:00-11:30 AM 104. Open Source Software Solutions for Collection Management and Web Delivery

12:45-2:15 PM 203. How Controlled Is Your Vocabulary? Experience from the Digital Field

2:45-4:15 PM 305. Where Are We "AT"? A Status Report on the Archivists' Toolkit

4:45-5:45 PM 406. MP-LP Comes Home to Roost: Applying the Greene-Meissner Recommendations Broadly Across an Institution

Friday, August 31st

12:00-2:00 PM Description Section Meeting

2:30-4:00 PM 503. Rethinking Access and Descriptive Practice

4:30-6:00 PM 607. The Dynamics in the Aggregate: Shareable Metadata and Next-Generation Access Systems

6:30-7:30 PM Awards Ceremony

Saturday, September 1st

10-11:30 AM 705. Measuring Digital Preservation Readiness: Digital Site Surveys and Certification of Trusted Digital Repositories

1:00-2:30 PM 804. Preserving Context and Original Order in a Digital World

3:00-4:15 PM Closing Plenary Session

Sunday, September 2nd

9:00 AM-12:00 PM EAD Working Group



NEWS & NOTES

Resource Description and Access (RDA) News

Mary Lacy, SAA Liaison to ALA's Committee on Cataloging: Description and Access (CC:DA)

The revised draft of Part A, Chapter 3 of RDA (Carrier Description) (<http://www.collectionscanada.ca/jsc/docs/5rda-parta-ch3rev.pdf>) was made available for comment in March 2007. ALA is finalizing its response based on comments received. None were received from SAA. The revised draft of Chapter 6 (Related Resources), and 7 (Persons, Families, and Corporate Bodies Associated with a Resource) (<http://www.collectionscanada.ca/jsc/docs/5rda-parta-ch6&7rev.pdf>) were made available for comment in June 2007, and comments should be sent to SAA's CC:DA liaison (mlac@loc.gov) by August 10 for inclusion in the ALA response. The first draft of Part B (guidelines and instructions on formulating access points and recording data used in access point control) should be released for review in December 2007, followed in July 2008 by the complete full draft.

At the ALA meeting in Washington this June, CC:DA discussed the drafts for Chapters 3, 6 and 7, as well as documents on RDA Scope and Structure, RDA Element Analysis, RDA to FRBR Mapping, and Encoding RDA Data (see <http://www.libraries.psu.edu/tas/jca/ccda/agen0706.html>). The Joint Steering Committee for Revision of AACR and the Committee of Principals for AACR both met in Ottawa in April 2007 and jointly reviewed progress on the development of RDA. Reports of the outcomes of the meeting can be found at <http://www.collectionscanada.ca/jsc/0704out.html> and <http://www.libraries.psu.edu/tas/jca/ccda/docs/jsc0705.pdf>. Archivists should note that the term “provenance,” the meaning of which differs between user communities, will not be used in RDA. Revised instructions concerning the creation of a collection or an archival resource, custodial history, and immediate source of acquisition will be included in the meeting minutes. The JSC also discussed the nature of the instructions that should be included in RDA on formulating access points for families. The issue is difficult because there are already differences in practice among the various communities. A new proposal will be prepared by either Australian Committee on Cataloging (ACOC) or their representative, with responses to be discussed at the October 2007 meeting.

Representatives from the RDA, Dublin Core, and IEEE Learning Objects Model communities met at the British Library on April 30-May 1, 2007, to consider the metadata models used by each community. The result of this meeting was a recommendation to work jointly to develop an RDA Element Vocabulary, an RDA Application Profile, and formal vocabularies for the values of various RDA elements. The projects proposed by the meeting will greatly enhance the relevance of RDA in the digital environment, in the view of John Attig, the new ALA representative to the JSC. A report of the outcomes of the meeting is available on the British Library website at: <http://www.bl.uk/services/bibliographic/meeting.html>. For further information on RDA, please consult the JSC site at <http://www.collectionscanada.ca/jsc/rda.html>, as well as the CC:DA site at <http://www.libraries.psu.edu/tas/jca/ccda/>.

Call for Comments for ISIAH (International Standard for Institutions with Archival Holdings)

Marion Beyea, Chair of the Committee of Best Practices and Standards of the International Council of Archives

To complement ISAD(G) and ISAAR(CPF), the Committee of Best Practices and Standards of the International Council of Archives (ICA/CBPS) has developed a new international standard providing guidance for preparing descriptions of institutions with archival holdings (ISIAH – International Standard for Institutions with Archival Holdings).

Information about the institution which has custody of archival materials is essential for users to access these archival holdings. In addition to the overview of fonds and collections, guides usually include general information about archival institutions that hold documents and the services they provide. With the Internet, it is increasingly important for users to connect records descriptions to relevant information on their custodians. Without this information, the users are unable to access the archives.

ISAD(G) provides guidance for the description of fonds and their component parts. ISAAR(CPF) provides guidance to record authority information about the creators of archives. For a consistent archival information system the description of the same entity as creator or as custodian requires different approaches and elements of description. This is the purpose of ISIAH, which provides rules for preparing standardized descriptions of institutions which have custody of archives. ISIAH can also be applied to cultural institutions other than archives. Furthermore, the possibility of describing archival institutions as separate entities may be useful for generating authority lists or directories of archival institutions, as well for establishing connections with similar authority lists of cultural heritage institutions at the regional, national and international level.

The draft of standard is available on ICA website (<http://www.ica.org>). Comments can be sent to Claire Sibille, ICA/CBPS secretary (claire.sibille@culture.gouv.fr). The deadline for the reception of the comments is: October 31, 2007. The comments received will be integrated into the text of the standard and the final English and French versions will be prepared by ICA/CBPS. Then, ICA/CBPS will send the approved standard accompanied by a summary of development process and opinions expressed to ICA/PCOM for approval and submission to Executive Board for endorsement. The first version of ISIAH should be presented at the International Congress on Archives at Kuala Lumpur (Malaysia) in 2008.

Military Biography Project: A Special Project of the National Archives Authority Cataloging Team

C. Jerry Simmons, NARA

Started in December 2005, the Military Biography Project emerged out of the NARA Authority Cataloging Team's (hereafter "the Team") ARC Authority File Cleanup Plan initiated in April 2004. The ARC Authority Cleanup Plan is the Team's ongoing effort to proactively correct all types of non-standard headings in ARC. For keyword searching value, NARA retained ca. 300,000 non-standard headings from ARC's predecessor, NAIL (National Archive Information Locator). The authority catalogers utilize keyword searching in ARC's various authority files to locate and re-catalog the non-standard headings as AACR2-compliant headings in a process known as de-duplication. In its mission to develop biographical information in ARC, the Team launched the Military Biography Project after discovering that thousands of headings for military officers could be easily identified within the non-standard heading data by searching on common military rank abbreviations (i.e., Maj. Gen. for major general; Vadm. for vice admiral; and RADM for rear admiral).

The basic approach of the cleanup plan is to correct non-standard headings by 1) pinpointing a non-standard heading, 2) creating a new AACR2 form of the heading, then 3) switching links to any archival catalog records from the old heading to the new compliant heading. A good example is the correction of the heading for U.S. Navy Admiral Charles Bowling Martell. Before cleanup, there were three different versions of the heading for Admiral Martell: Martell, VADM.; Martell, Charles B., VADM; and Martel, Charles (VADM). Using the title of one of NARA's motion picture films, the authority cataloger writes a new AACR2 authority record then adds a biography note. From the outset of its authority cataloging project, NARA included biography notes in authority records so the authority files function more as knowledge sources, not simply a list of headings.

Though the project started with a focus on U.S. Army officer names, attention was soon given to the Navy and Air Force names equally. Occasionally, Marine Corps and Coast Guard officer names materialize and they receive equal attention. In most cases, traditional biographical reference resources suffice for these names, but in some cases the names appear only in primary sources. For those U.S. Navy admirals not listed in the Who's Who-type resources, the Team researched primary source materials at the Naval Historical Center at the Washington Navy Yard for additional citations. The Naval Historical Center holds a large collection of officer biographies useful for citation notes in authority records as well as for compiling narrative biographies.

By early May 2007, the Team completed processing for 185 new headings for U.S. Navy admirals. The biography for each includes the admiral's full name, birth place, birth year, and death year when known, commission date, and major career command dates. The final step for each new heading was contribution to the Library of Congress Name Authority File via NACO. NACO participation is an ongoing project for the Team, and contributions for military names integrate naturally into the larger cooperative cataloging effort.

As attention turned to Air Force names in June 2007, the Team enlisted help from one of NARA's motion picture film archivists. During the Navy phase of the project, the Team discovered 51 non-standard Air Force officer names. Because all 51 names are found in motion picture holdings, it made sense to seek help from NARA's film unit. While the Team catalogs the names and performs de-duplication, a film archivist writes biography notes to be added to the authority records in a later step.

With Navy names completed and Air Force names set for completion by the end of September 2007, the Team will have added 236 new names and biography notes to ARC. There is no estimate for Army names and biographies, but based on current statistics, the Team is averaging 35 new Army names and biographies per month.

The Archival Research Catalog is available online at <http://www.archives.gov/research/arc/>.

Cataloging Milestone at the American Heritage Center

D. Claudia Thompson, American Heritage center, University of Wyoming

The American Heritage Center (AHC) (www.uwyo.edu/ahc) is the University of Wyoming's manuscript repository, rare books library, and university archives. It is one of the larger manuscript repositories in the nation, at approximately 80,000 cubic feet. Fifteen years ago and prior, AHC was unfortunately known throughout the archival profession for its unrestrained and unfocused collecting and its lack of attention to processing or cataloging. Both faults have been addressed steadily in the intervening years. In the past five years, AHC has devoted considerable internal resources to analyzing its holdings, defining a formal collecting policy, dramatically speeding processing and cataloging, and deaccessioning to bring our holdings into line with our collecting policy.

With colleagues at the Minnesota Historical Society, AHC developed the "More Product, Less Process" (MPLP) model for reducing backlogs of collections. A principal tenet of MPLP is to arrange and describe collections at higher levels of aggregation before considering more detailed arrangement/descriptions. Implementing MPLP during 2003-2005, AHC's processing archivists quadrupled the speed of arrangement and description for manuscript collections. In 2005 AHC was awarded an NHPRC grant to take MPLP a step farther—creating WorldCat catalog records for every permanent manuscript collection, processed or unprocessed, so that researchers could find these previously hidden materials.

A record of every manuscript collection permanently held at AHC is now available on WorldCat. The project was completed in 24 months (May 2005-April 2007) with an average of two full-time employees engaged in the work. A total of 1,932 collections were surveyed. However 1,356 of these were rejected as likely to be deaccessioned. These included collections that lacked substance, as well as collections that fell outside AHC's newly established collecting policy. Of the remainder, 537 were cataloged and 39 were found to be part of a previously accessioned collection. Only 28% of the total was cataloged. These cataloged collections will now be processed using MPLP on the basis of user demand, as well as condition and perceived importance. The survey and cataloging project permits AHC staff to concentrate resources on the most valuable and most requested collections.

AHC's reference archivists have been incorporated into this project to ensure that as any concerns arise they can be discussed and addressed. For example, as researchers began finding unprocessed collections on WorldCat, the reference staff discovered that answering some of their long-distance questions about the content of the unprocessed cataloged collections was difficult. To address this issue, it was decided that reference archivists or student pages would prepare on-the-fly box lists for collections of two cubic feet or less, when needed to serve a patron. For larger collections, a dedicated student worker was added, supervised by the accessioning unit, to create folder-lists when needed to reply to a researcher query. These responses seem to be working well to date.

To ensure that backlogs will not grow again, AHC has also re-engineered its accessioning process so that minimal catalog records and summary box lists are created for every new collection as it arrives, unless the collection is restricted by donor agreement. Therefore, it is almost instantly accessible to and useable by researchers.

Collections that fell outside AHC's collecting policy will now be evaluated for deaccessioning. The majority of these collections will be returned to their donors or transferred to more appropriate repositories. Of the 156 collections in this group that have been re-evaluated in the past year, 54 were given to new repositories and 30 returned to the original donor or the heirs. There are 25 collections whose disposition has not yet been determined and 22 that AHC decided to keep after re-review. These 22 were subsequently cataloged. The remainder were deferred, discarded, or transferred to other departments within the University of Wyoming. Assuming the same trends continue, 41% of the deaccessioned collections will go to new homes, 23% will be returned, and 12% will be kept and cataloged. Since 2003 when deaccessioning began in earnest, approximately 6,000 cubic feet of material has left AHC.

Concurrently in July 2004-March 2007, AHC has been working to convert legacy finding aids to EAD with the assistance of two grant-funded projects. In the first of these, funded by the National Endowment for the Humanities, AHC converted 130 finding aids to EAD and loaded them onto the Rocky Mountain On-Line Archive (RMOA) website. With the second grant from the National Historical Publications and Records Commission, a further 278 finding aids were added to RMOA (a list can be found at <http://rmoa.unm.edu/results.php?inst=WyU-AH>). As new finding aids are created directly in EAD, they are also added to the website.

AHC's cataloging, EAD-conversion, and deaccessioning projects are all part of an intensive effort to manage our collections better. At an even broader level, these efforts are geared toward serving our patrons better (other changes for this purpose have been made at AHC as well, but they do not fall within the scope of this article). So far, these changes have garnered the attention and approval of the university's vice president for Academic Affairs, to whom the director of AHC reports. The cataloging of unprocessed collections has also helped researchers by making them cognizant of previously hidden material. As AHC moves ahead to further implement its collecting policy, both by deaccessioning more collections to other repositories (where presumably they will be more accessible to interested researchers) and by actively acquiring new collections, the goal will continue to be to support our researchers —undergraduates, History Day students, graduate students, scholars, filmmakers, etc.

New Digital Collections at the Claremont Colleges Digital Library of California

Allegra Gonzalez, Claremont Colleges Digital Library

Announcing the latest collections added to the Claremont Colleges Digital Library of California:

- Boynton Collection of Early Claremont (<http://ccdlibraries.claremont.edu/col/bce/>)
Morrill G. Boynton, Pomona College 1904, was an amateur photographer. His collection of glass plate negatives, housed in Honnold/Mudd Special Collections, candidly and personally capture aspects of life in Southern California, especially Los Angeles, Claremont, and Pomona College. Most of these images in the Boynton Collection were shot between 1900 and 1905.
- Edward Vischer Drawings, Photographs and Other Material (<http://ccdlibraries.claremont.edu/col/vdp/>)
A German born artist who immigrated first to Mexico and then to California, Edward Vischer (1809-1878), sketched and photographed California missions, trees, mountains, rural scenes, and mining operations in the second half of the 19th century. Honnold/Mudd Library Special Collections houses one of the largest collections of Vischer drawings, lithographs, albumen prints, and bound volumes.

Items are always being to the collections so check back, <http://ccdlibraries.claremont.edu/>, or go to the collection home page and subscribe to the RSS feed for updates.

New Portal to Search Archival Collections in Florida

Dean DeBolt, University of West Florida

I'm happy to announce a new portal for researchers to search archival collections in Florida. The Florida Center for Library Automation is the technological support center for the 11 state universities of Florida. In cooperation with them, the Universities have digital programs that include books, maps, photographs, and other collections that are accessible and searchable centrally at <http://palmm.fcla.edu>.

Over the past several years, we have been involved in EAD initiatives to make our collection inventories of archival resources more widely available. This cooperative project recently went live with the creation of Archives Florida, a portal of EAD inventories submitted by the state university libraries and archives as well as other archival repositories at private universities and historical societies. In doing so, we have made these collection inventories searchable. Basic work toward this milestone has been in the hands of Chuck Thomas and Priscilla Caplan at FCLA so we are grateful to them for their hard work and for "pushing" many of us out of our non-EAD cocoons!

Archives Florida is an element of the website at <http://palmm.fcla.edu> and offers a new portal for many of us. I would add that what makes this special to archivists throughout the United States is that – just as an example – many of our archival collections at the University of West Florida are papers and records of families and individuals who have retired to Florida bringing their family diaries, etc. with them. So our collections seem to be more continental than simply Florida – and I suspect that may be true at other archival repositories in "America's Retirement Destination."

UNLV Launches "Showgirls"

Su Kim Chung, University of Nevada, Las Vegas

UNLV Libraries Special Collections and Web & Digitization Services have launched their latest digital project -- "Showgirls." (<http://www.library.unlv.edu/showgirls>) Drawing on the Libraries' unique collections of costume design drawings, illustrations, and photographs, this digital theatrical collection documents the history of the Las Vegas show and its producers from the nightclub dance lines in the modest showrooms of the early hotels to the high-tech amphitheaters of today's Strip.

With text by Peter Michel, director of Special Collections, the "Showgirls" digital collection provides a visual history of a unique genre of entertainment and theatrical production defined by Las Vegas. Among its hundreds of images, it features unique drawings and photographs from Donn Arden, producer of Lido de Paris and Jubilee!, and from the Sands Hotel collection, rare photos of a young Frank Sinatra rehearsing with the famous Copa Girls in a Las Vegas revival of the original Ziegfeld Follies.

Early Records of Baseball at Harvard Are Processed

Kate Bowers, Harvard University Archives

The Harvard University Archives has completed the organization of the early records of baseball at Harvard. The three major collections that relate to baseball are:

- Records of the Lawrence Base Ball Club (<http://nrs.harvard.edu/urn-3:HUL.ARCH:hua06007>)
These are the records of a club formed at the Lawrence Scientific School and are the earliest baseball records in the Harvard University Archives.
- Records of Organized Baseball at Harvard (<http://nrs.harvard.edu/urn-3:HUL.ARCH:hua02006>)
These contain the early College baseball records.
- The Baseball Collection (<http://nrs.harvard.edu/urn-3:HUL.ARCH:hua01006>)
These are chiefly ephemera (tickets, programs, scorecards) and articles about baseball.

Early Records of the Barnes Foundation and Its Founder, Dr. Albert C. Barnes Now Available

Katy Rawdon-Faucett, The Barnes Foundation

The Barnes Foundation's Archives and Library Department has recently completed a major processing project funded by the National Endowment for the Humanities (NEH). The 2004 grant of \$95,397 provided funding for a full-time processing archivist, and for supplies and technical assistance to re-house, arrange, and create finding aids and catalog records for early records of the Barnes Foundation and its founder, Dr. Albert C. Barnes.

Records processed as part of this project included Barnes Foundation administrative correspondence from 1952 to 1960, and draft manuscripts and related materials for the six books on art theory and pedagogy written by Dr. Barnes: *The Art in Painting, Art and Education, The French Primitives and Their Forms, The Art of Renoir, The Art of Cézanne, and The Art of Henri Matisse*. Financial records, including account books, checks and check stubs, tax records, and receipts and invoices, are currently being processed by project archivist Adrienne Pruitt, whose position has been made permanent through funding by the Andrew W. Mellon Foundation.

A major goal of the project was to create and make available to the public MARC records and EAD finding aids for each collection. As processing for each group of records was completed, Ms. Pruitt produced MARC records, which have been submitted to the National Union Catalog of Manuscript Collections. She also created EAD finding aids for the collections, which are described and linked (http://www.barnesfoundation.org/des_collections.html) as well as indexed (http://www.barnesfoundation.org/finding_aids_index.html) on the Barnes Archives' web pages.

The Beinecke Blogs: Forging Additional Pathways to Processed and Unprocessed Archives

Kathleen Burns, Beinecke Rare Book and Manuscript Library, Yale University

The Yale Collection of American Literature at the Beinecke Rare Book and Manuscript Library, Yale University, is pleased to announce two blogs designed to promote the collections: African American Studies at Beinecke Library (www.beineckejwj.wordpress.com) and Poetry at Beinecke Library (www.beineckepoetry.wordpress.com).

Notices posted to the sites include announcements of new acquisitions (both printed and manuscript), descriptions of collection highlights, and invitations to readings, lectures, and exhibitions that underscore the vibrancy of the Beinecke's holdings. Both blogs include links to related collections, academic departments, and programs around campus and the New Haven area. Unprocessed archives, fresh new accessions, and newly processed materials are all likely candidates to be featured, and the blogs have become an open window into the Beinecke's rich collections.

The blogs were simple to set up and are currently hosted on a third-party server, Wordpress.com, which rolls out new functionalities monthly. The curator who oversees the blogs, Nancy Kuhl, has been working with archivists to reuse collection-level descriptions to populate the blog and with an undergraduate student assistant who helps identify likely collections to feature. Over the past several months, the success of the sites has demonstrated that scholars and the public are encountering the blog during online searches, and that through the blogs, they are jumping into and using existing Beinecke databases, preliminary lists, and finding aids. An RSS feed runs automatically off the site, and early evidence shows that the public is already tagging and annotating posts through social bookmarking tools like del.icio.us, creating even more linkages to descriptions about the Beinecke's resources and pushing these materials into the public eye.

The two Beinecke blogs are just two of many listed on the Archival Blog List wiki (<http://archivalblogs.wikispaces.com/archivalbloglist>), a publicly maintained directory of blogs written by individual archivists from around the globe, as well as collaborative blogs and blogs maintained by archives and special collections.

Consumers' Research, Inc., EAD Finding Aid Now Available Online

Caryn Radick, Rutgers University Libraries

Special Collections and University Archives, Rutgers University Libraries, is pleased to announce that an EAD finding aid for the Consumers' Research, Inc., records is now available online. Initially processed under a U.S. Department of Education Grant in the mid 1990s, the records of Consumers' Research, Inc., consist of 886 boxes documenting the history of the first national organization devoted to testing and rating products. The original finding aid for Consumers' Research was more than 800 pages long. The EAD version exists as six separate, but linked files that are available at http://www2.scc.rutgers.edu/ead/manuscripts/consumers_introf.html.

Harvard Investigates the Implementation of the Archivists' Toolkit

Kate Bowers, Harvard University Archives

Harvard has formed a group to investigate use of the Archivists' Toolkit (AT) at Harvard. Membership, minutes, and other details are available at: <http://isites.harvard.edu/icb/icb.do?keyword=k15469>. The Working Group is charged to:

- gather existing beta testing surveys from Harvard participants;
- work with the Office of Information Systems to test installation and scalability using Harvard infrastructure;
- further investigate AT functionality for collection management and EAD authoring, and develop recommendations for Harvard-specific development;
- make recommendations about administrative rights, including functionality that should be centrally controlled;
- investigate issues surrounding the importation of existing local collection management databases; and
- investigate the diversity of workflows/processes/procedures in Harvard archival repositories and determine how well the AT accommodates them.

Papers of Puerto Rican Musicians Now Available

Pedro J. Roig, General Archives of Puerto Rico

The Music and Sound Unit of the General Archives of Puerto Rico has processed papers of the following musicians:

- Jose Esteves, a pianist who played the cha cha cha and mambo and formed part of the first generation of Latin Jazz. He was a companion of Tito Puente in his Copacabana group in New York. Esteves' papers include 1,981 musical compositions.
- Tomas Milian, a member of the Insular Band of the Police, music teacher, and organizer of school bands in the diverse populations of Puerto Rico.
- Gonzalo de Jesus Núñezm, a pianist and composer who studied at the Conservatoire in Paris.
- Jose "Pepito" Lacomba, a singer and composer in bolero style, and a member of the trio Tanama.
- Jesus Maria Sanromá, a pianist of classical music who graduated from the New England Conservatory of Music in 1920 and played for the Boston Symphony Orchestra for 20 years.

Further information is available at http://www.icp.gobierno.pr/agp/agp_musica.htm.

The Standard Series for Architecture and Landscape Records of Arthur Brown Jr.

Jane Rosario, Bancroft Library, University of California, Berkeley

The Bancroft Library and the Environmental Design Archives at the University of California, Berkeley have collaborated to arrange, rehouse, preserve, and describe to the latest standards the papers and architectural records of Arthur Brown, Jr. The collection was large and disorganized, but important and heavily-used. The Getty Foundation funded the project.

Arthur Brown, Jr. (1874-1957), with his business partner John Bakewell (1872-1963), formed the architectural firm of Bakewell & Brown. Together they designed significant California buildings such as Berkeley City Hall (1908), the Palace of Horticulture at the Panama-Pacific International Exposition (1915), San Francisco City Hall (1915), the Green Library at Stanford University (1919), the Pacific Gas & Electric building in San Francisco (1925), Pasadena City Hall (1925), Temple Emanu-El in San Francisco (1925), and the San Francisco Art Institute (1925). After the dissolution of Bakewell & Brown in 1927, Brown went on to practice as Arthur Brown, Jr. & Associates, which designed the San Francisco War Memorial Opera House and Veteran's Building (1932), the Department of Labor and Interstate Commerce Commission building in Washington, D.C. (1934), the Coit Tower (1933), the Hoover Institution at Stanford University (1941), and Sproul Hall and Doe Library Annex at the University of California, Berkeley (1949). Brown's career spanned the waxing and waning of support for the Beaux-Arts style of architecture and the growing popularity of the Modern style.

After the last donation to Bancroft in 2002, the Arthur Brown, Jr. papers consisted of 35 unorganized cartons, approximately 600 tubes of drawings, 100 oversized folders, 100 portfolios of folded drawings, 120 framed drawings, two cartons of glass negatives, and one folder of photographic prints. To meet user demands and preserve the collection, staff first integrated all accessions and then arranged, rehoused, described, and preserved them. The Bancroft, under the leadership of Associate Director and Head of Technical Services David de Lorenzo, in consultation with Curator of the Environmental Design Archives (EDA) Waverly Lowell, applied for and received a grant from the Getty Foundation. Bancroft in turn contracted with EDA to process the records, in light of EDA's expertise with architectural records and because Bancroft was moving to an offsite location while its permanent building underwent a seismic retrofit.

Waverly Lowell hired Dayna Holz as project archivist and Betsy Frederick-Rothwell as assistant archivist, and oversaw the processing of the collection in its entirety, in consultation with Bancroft's Theresa Salazar, Curator of Western Americana, and Jane Rosario, Supervising Archivist. The Brown papers proved a perfect project to use the tenets put forth in *Standard Series for Architecture and Landscape Records: A Tool For the Arrangement And Description of Archival Collection* (Kelcy Shepherd and Waverly Lowell, 2000; winner of the C.F.W. Coker award). The *Standard Series* provides a framework for organizing and describing papers and records created and collected by most architects, landscape architects, and architectural firms. A particularly innovative feature of the *Standard Series* is its suggestion to create a project index, which is a spreadsheet for listing all documentary formats available for each architectural project.

The project index greatly facilitates research with architectural records, for it prevents the need to search several separate and long lists of projects by format and media, as is typical of traditional finding aids.

Before the project even began, Waverly Lowell encouraged the Architectural Drawing Collection at the University of California, Santa Barbara to transfer the small Bakewell & Brown Collection so that it could be integrated with the Brown papers held at Bancroft. Additionally, although the Brown Family had transferred records to Stanford University related to projects at Stanford, some Stanford materials remained in Bancroft's collection and vice versa. Happily, the university archivist at Stanford University, Margaret J. Kimball, agreed to exchange the Stanford drawings for Berkeley drawings, thus reuniting projects and reducing confusion and travel time for researchers. In some cases, project staff also reunited project records by transferring records from EDA to Bancroft. The UC Berkeley Capital Projects Office also collaborated to reproduce official plans for university buildings and transfer the originals to the University Archives.

Finding aids to the papers and pictorial collections of Arthur Brown, Jr. will be available on the Online Archive of California (www.oac.cdlib.org). The materials themselves will be available when the Bancroft Library returns to its permanent home, Doe Library Annex (itself designed by Arthur Brown, Jr. and his last building), in late 2008. Check the Library's web site, <http://bancroft.berkeley.edu/>, for updates.

This project has been a successful study in collaboration, communication, and the use of descriptive standards to tackle a monster. Many thanks to the Getty Foundation, and congratulations to all the project staff.

New Website for the Pearce Civil War and Western Art Collections at Navarro College Available

Mary Hayes, Navarro College

The new website for the Pearce Civil War and Western Art Collections at Navarro College went online in March 2007. Thoroughly revised and redesigned, this site includes information concerning the Pearce Civil War and Western Art collections, as well as the mostly "under construction" online presence of the Navarro College Archives. The site includes links to the online finding aids of the 15,000+ item manuscript collection and updated research, reference, and educational information pages. Images of the Western Art collection and the associated artist biographies are also included.

The Pearce Civil War Collection is a balanced collection documenting both the northern and southern Civil War experience. Correspondence from its major political and military leaders are included as well as letters and diaries written by common soldiers and civilians. The materials describe the gruesome realities of combat and the common soldier's desperate sense of loneliness as written in letters to beloved parents, spouses, siblings, and friends. The collection also includes a limited number of antebellum and Reconstruction era materials.

The Pearce Western Art Collection is home to more than 200 original representational works of art by acknowledged masters of Western Art as well as recent original works by members of the National Academy of Western Art, the Cowboy Artists of America, and the National Sculpture Society, among others.

Finding Aids for Collections in the National Bankruptcy Archives Available

Jordan Steele, University of Pennsylvania Law School

The Biddle Law Library Archives at Penn Law School recently completed 26 EAD-compliant finding aids of collections in the National Bankruptcy Archives, a repository of institutional records and personal papers related to the history of bankruptcy law in the United States from the 1920s to present. The Archives is currently conducting a reorganization project of the records of the American Law Institute, making EAD-compliant finding aids available as each collection is processed. For more information about these and other legal history collections at Biddle, visit the Archives site at <http://www.law.upenn.edu/bll/archives/>.

Northwest Digital Archives Update

Jodi Allison-Bunnell, NWDA

The Northwest Digital Archives (NWDA), a project that provides enhanced access to archival collections and facilitates collaboration among archives, libraries, and museums in Washington, Oregon, Idaho, Montana, and Alaska, has reached a major milestone in its quest for stability beyond its current funding by the National Endowment for the Humanities and the National Historical Publications and Records Commission. The project will become a program of the Orbis Cascade Alliance, an academic library consortium with 33 member institutions in Washington and Oregon, in July 2007.

The Alliance shares NWDA's goals of creating great information services through collaboration. The merger will allow the NWDA to create a robust future that will include both sustaining its current database of EAD finding aids, adding of a digital content program, and continuing active involvement with national-level conversations on the present and future of access to archival materials across diverse institutions.

As part of this merger, eight institutions from among the Alliance's members have agreed to join NWDA: Central Washington University, Eastern Washington University, Willamette University, Western Oregon University, Portland Community College, Oregon Health & Sciences University, Central Oregon Community College, and Oregon Institute of Technology. Those new institutions, plus 22 of the current 23 members, have agreed to pay member fees to sustain the program beyond grant funding and continue open and free access for researchers. The Washington State Archives and the City of Portland Archives have withdrawn from the project. For additional information on the NWDA's merger with the Orbis Cascade Alliance, visit <http://www.orbiscascade.org/nwda/>.

This winter and spring, NWDA's Usability Testing Working Group engaged in usability testing on the search interface and stylesheet presentation of NWDA finding aids. Their work has offered the group considerable insight into how different populations of researchers interact with NWDA's online finding aids. Test results are guiding revisions to the consortium's website, search interface, and stylesheet presentation of finding aids.

The NWDA database currently contains over 4,400 finding aids. Participating institutions are the Eastern Washington State Historical Society, Gonzaga University, Idaho State Historical Society, Seattle Museum of History & Industry, Whitman College, Montana Historical Society, University of Montana, Oregon Historical Society, Oregon State University, University of Oregon, the Center for Pacific Northwest Studies at Western Washington University, Pacific Lutheran University, University of Washington, Washington State University, Lane Community College, University of Alaska Fairbanks, the Alaska State Library's Historical Collections, Whitworth College, Lewis & Clark College, the University of Idaho, Portland State University, the Washington State Historical Society, and the Seattle Municipal Archives. The NWDA website is located at <http://nwda.wsulibs.wsu.edu/>.

Website Now Available about the History of Campus Buildings at Hobart and William Smith Colleges

Linda Clark Benedict, Hobart and William Smith Colleges

One of the most frequently asked questions I get is about the history of one building or another on campus. When I arrived four years ago, there was this notebook. It had a typed list of the campus buildings organized by date built, but it also had articles from student newspapers, alumni newsletters, individual building histories done by the Druid Society (the Hobart Senior Honor Society), and another the miscellaneous list that seemed to come from our Buildings and Grounds Office.

This year I had a student worker organize the notebook, pull information from all the sources into one list, check the current Colleges' webpage for more information, and document where the information came from. I then formatted the whole thing for the web, and went through the current campus directory to verify addresses and add more information to the student housing section. See <http://academic.hws.edu/library/archives/buildinghistory.htm>. When I announced the page on the faculty and staff listservs, I instantly got positive feedback. Suddenly many people, who were previously unaware of us, know that our little archives exists.

OCLC to pilot WorldCat Local

OCLC is piloting a new service that will allow libraries to combine the cooperative power of OCLC member libraries worldwide with the ability to customize WorldCat.org as a solution for local discovery and delivery services. The WorldCat Local pilot builds on WorldCat.org, which allows Web access to the world's richest database for discovery of materials held in libraries. Through a locally branded interface, the service will provide libraries the ability to search the entire WorldCat database and present results beginning with items most accessible to the patron. These might include collections from the home library, collections shared in a consortium, and open access collections.

WorldCat Local will offer the same feature set as WorldCat.org, such as a single search box, relevancy ranking of search results, result sets that bring multiple versions of a work together under one record, faceted browse capability, citation formatting options, cover art and additional evaluative content. The WorldCat Local service interoperates with locally maintained services like circulation, resource sharing and resolution to full text to create a seamless experience for the end user. WorldCat Local will also include future enhancements to WorldCat.org including more than 30 million article citations, and social networking services.

The WorldCat Local pilot will test new functionality that allows users to place requests, gain online access, or request an interlibrary loan within WorldCat.org. Libraries and groups participating in the WorldCat Local pilot include University of Washington, Peninsula Library System in California, and libraries in Illinois.

UK National Archives Launches *Your Archives*

Your Archives (<http://yourarchives.nationalarchives.gov.uk>) is a ground-breaking new resource, which has recently been launched as part of United Kingdom's National Archives' online services. It is a virtual community of record users where people can share their knowledge of archival sources held by the UK National Archives and by other archives throughout the UK.

Your Archives is a wiki. It uses the technology pioneered by the Wikipedia online encyclopedia. Therefore, users familiar with this technology will recognize the design of *Your Archives*. The content on *Your Archives* is contributed by users and is designed to offer information additional to that currently available in our Catalogue, Research Guides, DocumentsOnline and the National Register of Archives. The Catalogue has a link on each page to *Your Archives* encouraging users to find out more, or to contribute their knowledge about a particular record.

Users can contribute to *Your Archives* in numerous ways. They can edit pre-existing pages and submit articles about historical records held by The National Archives or elsewhere. Users can also expand upon a Catalogue entry publish a transcription of one of the documents available in DocumentsOnline. Alternatively, they can contribute to the research guidance available to users by expanding and updating one of the National Archives' Research Guides. Most articles in *Your Archives* contain links to the Catalogue and each article can be easily searched or browsed.

New resources such as *Your Archives* are challenging the traditional methods of authorship. They allow for information sharing on a scale unheard of before and facilitate the "democratization" of history. *Your Archives* is clearly distinct from The National Archives' main website. This is because it is designed for you to develop and use as you progress your research into the nation's archives. Please contribute and let us know what you think.

Examples of articles include this one on [Adrian Jones](#), an artist and sculptor (1845-1938) whose work included many memorials commemorating those who lost their lives in the Great War. [Your Caribbean Heritage](#) gives an inside view of Caribbean history as learned through the Colonial Office records series held at the National Archives. This article on [WO 22](#) provides extra information to help people research within the record series Royal Hospital Chelsea: Returns of Payment of Army and Other Pensions; the records are an important source for family and military historians.