

SAA's Reference Access and Outreach Section

RAO Committee

Chair

Todd J. Kosmerick
University Archivist
Special Collections Research Center
NCSS Libraries
Email: todd_kosmerick@ncsu.edu

Vice Chair/Chair Elect

Lynn Eaton
Reference Archivist
Duke University
Email: lynn.eaton@notes.duke.edu

Newsletter Editor

Sharon Pullen, C.A.
Archivist
Office of the County Clerk
Historic Documents Library
Email: Sharon.Pullen@suffolkcountyny.gov

Web Liaison

Jan Blodgett
College Archivist and Records Management
Coordinator
E. H. Little Library
Davidson College
Email: jablodgett@davidson.edu

Steering Committee Members:

Abigail Adams
Assistant Access and Outreach Archivist
Richard B. Russell Library for Political Research and
Studies
UGA Libraries
Athens, GA 30602-1641
Email: adamsabi@uga.edu

Ginny Kilander
Reference Archivist
University of Wyoming
American Heritage Center
Email: papyrus@uwyo.edu

Amy Schindler
University Archivist
Special Collections Research Center
Earl Gregg Swem Library
The College of William and Mary
Email: acschi@wm.edu

Arlene Schmuland
Head, Archives and Special Collections
University of Alaska Anchorage Consortium Library
Archives and Manuscripts Dept.
Email: afabs@uaa.alaska.edu

Newsletter Submission Requirements

Please submit items by November 15, 2007 for inclusion in the next issue. To make a submission contact either the editor or the feature writers. Please submit all materials in Times Roman font, size 11. Submit in a Microsoft Word file. Do not underline, italicize, or highlight text.

FROM THE CHAIR

I hope everyone is having a good summer, and that you are looking forward to Chicago in August.

RAO has had a busy year. Last fall we responded to the report of SAA's Task Force on Sections and Roundtables. You may also remember at the same time being asked for your comments on the Joint Statement on Access to Original Research, and elsewhere in this newsletter is a summary of activity on that front. There is also a report on SAA's comments on proposed changes to NARA fees (on which your input was asked in March).

The RAO's section meeting will be held on Friday, August 31, from 12:00 noon until 2:00 pm. Be sure to look for the room number in your SAA program. The program portion of the meeting will focus on the topic "Archives and the Media." Speakers will include Michael Flug, senior archivist of the Vivian Harsh Collection at the Chicago Public Library; Lauren R. Dolan, public relations and sponsorship manager for the Chicago History Museum; and Dawn Turner Trice, a reporter for the Chicago *Tribune*. I'm sure there will be an enjoyable and informative discussion.

The business portion of the meeting is already filling up. There will be the election of new officers (see the list of candidates in this newsletter). We will discuss suggestions from our membership and SAA Council to explore section involvement in or support for History Day. And there will be a follow-up to Session 307 ("Reference Service and Minimal Processing: Challenges and Opportunities") and other sessions. We will talk about what guidelines, best practice recommendations, etc., we can provide to reference archivists working with researchers accessing "lightly-processed" collections in a world of "More Product, Less Process." The full agenda for the RAO meeting appears elsewhere in this newsletter.

NARA Reproduction Fee Changes

In March SAA President Elizabeth Adkins requested that RAO and the Local Government Records Roundtable review proposed changes in NARA's reproduction fees. Membership feedback was requested via the RAO listserv, and this was compiled and sent to SAA's Executive Committee on March 30. On April 18 SAA submitted its response to NARA Director Allen Weinstein. Adkins drew upon some of RAO's comments in her response. In her email to Weinstein, she said:

"We find it difficult to comment on the proposed rules because the notice does not provide a sufficiently detailed explanation for the increases. For example, the proposed rules refer to fee or cost studies, but do not provide details about how the studies were conducted.

"Because so much of NARA's decision making has been based on these studies, we respectfully request public access to the studies and to NARA's analysis of them. The proposed changes should be backed up by justifications or formulas that explain how and why it is more expensive to complete a task and why the current pricing prevents NARA from recovering its basic costs."

MEMBER NEWS

MAC Fall Symposium

The Midwest Archives Conference (MAC) Fall Symposium will be held October 12-13, 2007, at Cranbrook in Bloomfield Hills, Michigan. Care, Preservation, and Access for Scrapbooks will be the topic for the symposium, and the program will include the following speakers: A Social History of Scrapbooks: Susan Tucker (Tulane University); Exhibiting Scrapbooks: Rebecca Johnson Melvin (University of Delaware); Preservation and Conservation: Jennifer Hain Teper (University of Illinois); Digitization and Reformatting: Jennifer Wolfe (University of Iowa); and Bibliographic Access: Scott Schwartz & Chris Prom (University of Illinois).

For a registration fee of \$100 for MAC members, the symposium will include a day and a half of concentrated presentations, discussion, and meals. Participants will also have the opportunity to purchase *The Scrapbook in American Life* (Temple University, 2006) edited by Susan Tucker, Katherine Ott, and Patricia P. Buckler. The symposium is limited to 100 participants. A flyer will be mailed to MAC members during the summer of 2007, and please check the MAC website for further information:

<http://www.midwestarchives.org/2007Fall/>

The Cranbrook Educational Community, a unique 315 acre campus, was envisioned by George Gough Booth as an educational and cultural community that would delight, inspire, and inform all of those who came into contact with it:

<http://www.cranbrook.edu/>

News from the Archives: A New Resource in U.S. Women's History

Women and Social Movements in the United States, 1600-2000

<http://womhist.binghamton.edu>

<http://alexanderstreet6.com/wasm>

Have there been recent developments in your library that would be of interest to historians working in the field of U.S. Women's History? Have you recently acquired or processed new collections and would like to publish a notice that will reach a broad audience? Women and Social Movements in the United States currently reaches about 160 academic libraries and monthly usage amounts to 50,000 unique users and is growing. Tanya Zanish-Belcher, Head of the Special Collections Department and University Archives at Iowa State University, will be editing this new section of the website. If you have news that you would like to disseminate through the quarterly journal and database, please contact her at tzanish@iastate.edu.

B. W. Wells: Pioneer Ecologist, A New Exhibit

The work of pioneer ecologist and North Carolina State University professor B. W. Wells is the focus of the first exhibition to be featured in the D. H. Hill Library's new exhibition gallery at North Carolina State University. The story is told by the wealth of excellent photographs that Wells took to document his research. He converted four-by-five-inch negatives to glass lantern slides and hand-tinted many of them with watercolors. Throughout his career (1920s – 1950s), he used these images to enlighten everyone he encountered on the importance of appreciating nature. The NCSU Libraries and the university's College of Agriculture and Life Sciences have partnered to preserve, identify, digitize, and display these images.

Much of Wells' work focused on the ecologically unique Big Savannah located in Pender County, North Carolina. Although this landscape was forever lost to the plow in the late 1950s, the recent discovery of a similar site, dedicated as the "B. W. Wells Savannah" in 2002, created a renewed interest in the ecology of this region and the abundance of plants and flowers that are found there. Photographer Freda Wilkins of Wilmington, North Carolina, has documented them for this exhibition, and produced over 1,000 digital images that will be displayed along side Wells' original photographs.

The exhibition also displays Wells' publications, including his popular work *The Natural Gardens of North Carolina*, which has provided an invaluable resource for North Carolinians interested in the native flora of the state for over 75 years. Other highlights include his camera, botanical specimens, and original documents produced by Wells.

The exhibit is on display from March 12 through August 10, 2007. All of the photographs in the B. W. Wells Collection are available in the online exhibit on the NCSU Libraries' Web site at <http://www.lib.ncsu.edu/exhibits/wells>.

REFERENCE

Cataloging Milestone at the American Heritage Center

The American Heritage Center (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, the 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, the 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, the AHC developed the More Product, Less Process 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 2003-05 the Center's processing archivists quadrupled the speed of arrangement and description for manuscript collections. In 2005 the AHC was awarded an NHPRC grant to take MPLP a major 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 the Center is now available on WorldCat. The project was completed in 24 months (May 2005-April 2007) with an average of 2 full time employees engaged in the work. A total of 1,932 collections were surveyed. However 1356 of these were rejected as likely to be deaccessioned. These included collections that lacked substance, as well as collections that fell outside the Center'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 the staff of the Center to concentrate resources on the most valuable and most requested collections.

The 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 accessioning, 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, the Center 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 the American Heritage Center'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 the Center 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 the AHC.

Concurrently (July 2004-March 2007) the American Heritage Center 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, the Center converted 130 finding aids to EAD and loaded them onto the Rocky Mountain On-Line Archive 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, too, are added to the website.

The American Heritage Center'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 the 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 the AHC reports. The cataloging of unprocessed collections has also helped researchers by making them cognizant of previously hidden material. As the 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.

Look for more information about these projects at SAA conferences and in archival journals. Questions can be directed to AHC director Mark Greene

(mgreene@uwyo.edu), manager of arrangement and description D. Claudia Thompson (dcthom@uwyo.edu), manager of accessioning William Hopkins (whopkins@uwyo.edu), or manager of reference Carol Bowers (cbowers@uwyo.edu).

ALA/SAA Joint Statement on Access to Original Research Materials

Those who attended last year's RAO meeting may remember that Susan Malbin of IMLS proposed that the section review the 1994 Joint Statement on Access to Original Research Materials. The 1994 statement can be found at

<http://www.ala.org/ala/acrl/acrlstandards/jointstatement.htm>

Last fall, the RAO Steering Committee asked the section membership to review and provide comments on a revision of the statement. All of the RAO Steering Committee and most of the RAO membership who provided comment believe that the 1994 statement is still relevant needs only slight changes rather than extensive revision.

In late October 2006 the Steering Committee compiled the membership recommendations and submitted them to Bill Joyce of Penn State University, who has been heading an RBMS task force that has been looking at the Joint Statement from the ALA side. On 1 May 2007 Joyce announced that the task force had completed its review, and it issued a draft revision to SAA and RAO (see below).

The RAO Steering Committee has reviewed the new draft document, and while the RBMS task force did not incorporate all RAO suggestions, the section leadership is satisfied with the document except for a few minor points and one major one, that being Point 7 on copyright. The Steering Committee believes the following statement is problematic: "A repository should inform a researcher about . . . the researcher's obligations with regard to such material . . ." The Steering Committee believes this makes the archivist responsible for legal advice. The consensus of the committee is that archivists and librarians should not provide legal advice but instead point out sources where the researchers may obtain more information or, more commonly, suggest they contact their attorneys for advice. Archivists and librarians should state only that the responsibility for adhering to copyright law is on the researcher. The addition of Footnote 7 provides good tools to which researchers can be referred. A suggested alternative to the language of Point 7 is as follows:

"It is the researcher's obligation to satisfy copyright law when copying or using materials found in collections.(7) A repository should inform a researcher that s/he may have obligations regarding copyright of such material. A repository should inform a researcher about the status of known copyrighted material and, wherever possible, the owner or owners of the copyrights.

The Steering Committee submitted the following recommendations to SAA Council for consideration at its meeting June 4-7:

1. RAO recommends that concerns with Point 7 on copyright be addressed.
2. As the joint statement serves as a standard, RAO recommends that Council direct the Standards Committee to review the document.
3. While review by RAO and the Standards Committee may be sufficient to address any concerns that the archival community may have regarding the joint statement, RAO recommends that Council consider soliciting comments from the full SAA membership.

Council did discuss the proposed revisions to the ALA-SAA Joint Statement on Access to Original Research Materials, and the discussion focused on two major areas: 1) the process and SAA's role in the process of revising the statement and 2) questions raised by RAO and by various members of Council regarding particular sections of the revised document. SAA President Elizabeth Adkins will talk directly with Bill Joyce about the process, and following this, Council may then direct this to various sections and roundtables for review or ask that a small committee of ALA and SAA representatives meet to hash out the questions that have been raised regarding the details of the document.

RBMS Task Force Revision of the Joint Statement on Access to Original Research Materials May 1, 2007

1. **RESPONSIBILITY.** It is the responsibility of a repository (1) to make available original research materials (2) in its possession on equal terms of access (3). Access to all research materials, regardless of format, should be provided in accordance with clearly defined and publicized institutional access policy, the "Code of Ethics for Archivists" (4), the "ACRL Code of Ethics for Special Collections Librarians" (5) and this Joint Statement. A repository should not deny any researcher access to materials, nor grant privileged or exclusive use of materials to any researcher, nor conceal the existence of any body of materials from any researcher, unless required to do so by law, institutional access policy, or donor or purchase stipulation.

2. **PUBLICITY.** A repository should inform researchers in a timely manner of the collections in its custody in accordance with institutional access policy and current professional practice. This may be accomplished through the assistance of staff members; entries in local, regional, or national catalogs; inventories, and other internal documents describing a repository's holdings and created using nationally recognized standards; published guides; repository websites; and other means, including announcements in appropriate media. The existence of original research materials should be reported, even if they are not fully accessible because they are not processed or because of restrictions.

3. **RESTRICTIONS.** Repositories must be committed to preserving original research materials and to making them available for research as quickly as practicable following their acquisition. Nevertheless, a repository must fulfill legal and institutional obligations to protect confidentiality and physical security of its collections. Moreover, private donors may wish to impose reasonable restrictions upon their papers for a defined period of time to protect privacy or confidentiality.

- a. Repositories must inform researchers of restrictions that apply to collections.
- b. Repositories should discourage donors from imposing unreasonable restrictions and should encourage a specific time limitation on restrictions that are imposed.
- c. Repositories should periodically reevaluate restricted material and work toward the removal of restrictions when they are no longer required.

4. **POLICIES.** To protect and insure the continued accessibility of its holdings, repositories should require all patrons to use all research materials in accordance with published institutional policies. Each repository should publish or otherwise make known to potential researchers its policies governing access and use. Such policies should be applied and enforced equally, and may include provisions such as:

- a. To protect its collections, repositories may, in accordance with legal authority and institutional access policy, require acceptable identification of any individual wishing to use its materials, as well as a signature verifying the individual has agreed to abide by a statement defining the policies and regulations of the repository.
- b. Repositories should also instruct researchers in proper handling of fragile materials.
- c. Repositories may refuse access to an individual researcher who has violated the published policies and regulations of the repository.

- d. Repositories may limit the use of fragile or unusually valuable materials, but should try to provide suitable reproductions to researchers in lieu of the originals.
- e. Repositories may limit access to unprocessed materials, as long as the limitations are applied and enforced equally.
- f. Repositories may, under special circumstances, lend or place on deposit with another repository part or all of a collection. (6).

5. **FEES AND SERVICES.** Repositories should provide access to its holdings at no direct cost to the researcher. In situations where this is not possible, reasons for charging fees should be made publicly available. A repository should facilitate access to collections by providing reasonably priced reproduction services that are administered in accordance with legal authority, including copyright law, institutional access policy, and repository regulations. These services may include electronic, paper, or photographic copies; microfilm; or other means of reproduction. A repository is not obligated to provide reproductions or research services beyond those required by institutional access policy. Repositories may impose reasonable limits on requests for reproductions, but such limits should be clearly stated in the institutional access policy and should also be equally applied. The institutional access policy should clearly state whether researchers are permitted to make their own copies of research materials and repository staff should insure that such copying activity is mediated by and conforms to institutional access policy.

6. **CITATIONS.** Each repository should publish or otherwise make available to researchers a suggested form of concise citation crediting the repository and identifying items within its holdings for later reference. Citations to copies of materials in other repositories should include the location of the originals.

7. **COPYRIGHT.** It is the researcher's obligation to satisfy copyright law when copying or using materials found in collections.(7) A repository should inform a researcher about the status of known copyrighted material, the researcher's obligations with regard to such material, and, wherever possible, the owner or owners of the copyrights.

Notes:

1. Repository is defined as an archive, special collections library, research center, museum, historical society, or any other institution responsible for keeping original research materials.
2. Research materials are defined as archival or manuscript collections, individual manuscript, fonds, or record groups found in repositories in any format,

printed materials, photographs, artwork, and historical artifacts.

3. Access is defined as permission to locate and consult materials within legally established restrictions of privacy, confidentiality, and security clearance (adapted from definition 2 in the *Glossary of Archival and Records Terminology* [Chicago: Society of American Archivists, 2005]). 27 Feb 2006, <<http://archivists.org/glossary/>>.
4. "Code of Ethics for Archivists" *Council Handbook*, Appendix K (Society of American Archivists approved by the SAA Council 5 Feb 2005.) 23 Feb 2006, <http://www.archivists.org/governance/handbook/app_ethics.asp>.
5. "ACRL Code of Ethics for Special Collections Librarians" (Rare Books and Manuscripts Section, Association of College & Research Libraries, approved by ACRL Oct 2003). 23 Feb 2006, <http://www.rbms.nd.edu/standards/cod_of_ethics.s.html>.
6. "ACRL Code of Ethics for Special Collections Librarians" (Rare Books and Manuscripts Section, Association of College & Research Libraries, approved by ACRL Oct 2003). 23 Feb 2006, <http://www.rbms.nd.edu/standards/cod_of_ethics.s.html>.
7. Repositories may wish to provide researchers with the American Library Association's publication, *Complete Copyright* (Chicago, ALA, 2004), the Society of American Archivists' publication, *Copyright for Archivists and Users of Archives* (2nd ed.) (FACET, 2004), or the web resource, WATCH (Writers, Artists and Their Copyright Holders) File (Harry Ransom Humanities Research Center, University of Texas at Austin, 2004): <<http://www.hrc.utexas.edu/news/press/2004/watch.html>>.

Sessions of Interest to RAO Members

Below are listed sessions and workshops at SAA that may be of interest to RAO members. It was compiled by Arlene Schmuland. See the short program online and follow the links on each for full descriptions of the sessions and workshops:

<http://www.archivists.org/conference/chicago2007/chicago2007prog.asp>

WORKSHOPS:

Sunday, Aug 26: DACS, Using Oral Histories, Train the Trainer

Monday, Aug 27-Tuesday, Aug 28: Copyright, Stylesheets for EAD

Tuesday, Aug 28: Applying User Studies Findings to Archival Practice

Wednesday, Aug 29: Digitization matters

SESSIONS:

Tuesday, Aug 28, 1-4 pm: Research forum.

Thursday, Aug 30, 10-11:30:

101. Free Speech, Free Spirit: The Studs Terkel Center for Oral History

104. Open Source Software Solutions for Collection Management and Web Delivery

105. Using Archives: International Perspectives on the Role of the Archivist in the 21st Century

106. Constructing Sustainability: Real-World Implementations of Preservation Standards for Born-Digital Design Documentation

107: Archival Extortion?

108. Reaching Beyond Our Grasp: Taking Outreach from the Center to the Edge

Thursday, Aug 30, 12:45-2:15:

201. Public Programming: The Gift That Keeps Giving

203. How Controlled Is Your Vocabulary? Experience from the Digital Field

205. Ships That Pass in the Night? Evaluating Archival Users Tools with a User-Centric Perspective

Thursday, Aug 30, 2:45-4:15:

301. Outreach to Those Less Served

302. Signifying Nothing? Sound, Fury, and Mediated Access

304. Setting an Action Agenda for Local Government Archives

307. Reference Service and Minimal Processing: Challenges and Opportunities

308. International Perspectives on Privacy Protection

Thursday, August 30, 4:45-5:45:

404. Exploring the Headwaters of the Revenue Stream

405. Creating an Online Research Collection on New York's Latino/Hispanic History: A Project Model for Collecting and Providing Access to Documentation for Minority Communities

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

408. Even Worst Sellers Have Value: What Amazon Means for Archival Reference Processes

Friday, August 31, noon-2:00:

*****RAO Section meeting*****

Friday, August 31, 2:30-4:00:

501. The Web of Relationships

503. Rethinking Access and Descriptive Practice

504. "I'd like to order ..." The 21st Century Archival Researcher Consumer

508. Difficult Women: Successful Public Outreach for "Problematic" Women's Collections

Friday, August 31, 4:30-6:

602. More Product, Less Privacy? Applying Minimal Processing with an Awareness of Sensitive, Confidential, or Restricted Collection Materials

603. Legislative Drivers and Evolving Professional Practice: An International Perspective

604. Beyond Evaluation: Measuring the Impact of Archives

607. The Dynamics in the Aggregate: Shareable Metadata and Next-Generation Access Systems

608. A Great Brand Knows Its Soul

Saturday, Sept 1, 10-11:30:

701. Copyright Legislation and Litigation Update

703. Sexuality in the Archives

707. The Anatomy of a Collaborative Digital Project and Lessons Learned in the Realms of Access, Outreach, and Creative Success: A Multi-Disciplinary Look at *Publishers' Bindings Online, 1815-1930: The Art of Books*

Saturday, Sept. 1, 1-2:30:

801. Where Have All the Binders Gone? Managing Archives with Databases

805. An Archival Voice in the Institutional Repository Choir: How Does *it* Sound Now and What Would We Like to Hear?

Reference, Access, and Outreach Section Candidates for Office - 2007

Candidates were asked to provide a one-paragraph biographical statement.

Vice Chair

Arlene Schmuland is head of Archives and Special Collections at the University of Alaska Anchorage. She has been an archivist for over 13 years, a reference archivist for over 9 of those years. She has had experience in both government and academic repositories, and she earned her graduate degree in archives from Western Washington University. She has been a member of the RAO steering committee since 2003. She is also a member of the Alaska state SHRAB, and she is serving on the 2007 SAA Program Committee. She is pleased to have the opportunity to come before the RAO membership to run for this election as she strongly believes in the work we all do and believes it is integral to and indivisible from every other facet of archival work.

Steering Committee (two positions are open)

Frederick J. Augustyn, Jr. Among the professional positions he has held related to the goals of RAO are a

current split assignment as Cataloger/Cataloging Specialist, providing bibliographic access, and Reference Librarian in the Manuscript Division at the Library of Congress. He has previously served as an Archivist at the National Education Association and as a Research Assistant on the Samuel Gompers Historical Editing project. His experience also includes details as a Volunteer Services Specialist and Docent at the Library of Congress and the Smithsonian Institution. Community service and outreach roles have included volunteering as a judge for National History Day and as an interviewer for the Veterans' History Project. He has had previous committee experience on the American Library Association's Membership Committee and on its *Cognotes* writing staff. He holds a Ph D and MA in American history from the University of Maryland, as well as an MLS, and a BA in European history from Boston University.

Shannon Bowen is an assistant archivist at the University of Wyoming American Heritage Center (AHC). She has been with the Center for five years. She is a member of the Rocky Mountain Online Archive advisory board and an active member of the board for her local historical society. Her current research interests include the impact of minimal processing techniques on reference service and tenure and promotion standards and practices for archivists. She believes that the AHC's broad patron base and diverse outreach program places her in a good position to advise the section.

Su Kim Chung has been Manuscripts Librarian in Special Collections at the University of Nevada, Las Vegas, since 1999 where she is actively involved in outreach to the UNLV campus and Las Vegas community regarding the historical resources of her department. Prior to that she worked as a processing archivist at the Toyota Corporate Archives, 1998-99. She has been a member of SAA since 1997, and she has served in a variety of positions within the organization, including Program Committee intern, 2001; Manuscripts Repository Steering Committee, 2002-2004; Committee on Education and Professional Development, 2003-2006; Nominating Committee 2006; and Mentor, 2005. Other memberships include Academy of Certified Archivists (since 2003) and Conference of Inter-Mountain Archivists (CIMA) Council (2002-2004). As a member of CIMA, she organized and chaired local arrangements for the Western Round-Up, a joint meeting of the CIMA, Society of California Archivists, Society of Rocky Mountain Archivists, and Society of Northwest Archivists. Chung received her MA in History from California State University, Fresno in 1995 and an MLIS from UCLA in 1998. She is currently pursuing a PhD in Information Studies from UCLA.

Jackie Esposito has over twenty years of archival and records management experience. She has been serving as both faculty and administrator for the Penn State University Archives since 2001. She joined the faculty of the University Libraries in July 1991 as Assistant University Archivist for Records Management/Senior Assistant Librarian. She was tenured and promoted to Associate Librarian in 1998. Among her publications is the acclaimed, *The Nittany Lion: An Illustrated Tale* (Penn State Press) Prior to coming to Penn State, she served as project archivist for The Fiorello LaGuardia Papers Project and as an Adjunct History Faculty member at St. John's University, New York.

Kathryn Otto is the Head of Reference for the Minnesota Historical Society library and archives, a position she has held for nearly six years. Before that she was the State Archivist for Montana for ten years. Prior to that she worked on numerous grant projects, including the first state U.S. newspaper project. She began her career in the Archives Reading Room at the State Historical Society of Wisconsin. She has a B.A. in History from the University of Wisconsin--La Crosse; a M.A. in Library Science, specializing in archives, from the University of Wisconsin--Madison; and a M.A. in U.S. History from the University of Kansas, where her master's thesis was about T.R. Schellenberg and the beginning of the National Archives.

Alison Stankrauff has served as the Campus Archivist at the Indiana University South Bend campus since 2004. She is a lone arranger there, and inherited an archives that had not had an archivist for ten years. She has created all of the archives' policies and has seen outreach as one of her primary goals. Reference requests have grown exponentially since she got to IU South Bend, much to her gratification. Previous to her current position, Alison served as a reference archivist at the American Jewish Archives, and previous to that, as a technician at the Reuther Labor Archives at Wayne State University. She interned at the Rabbi Franklin Archives at Temple Beth El in metropolitan Detroit. Alison graduated with her Masters in Library Science with Archival Administration concentration in 2002, and has a Bachelors degree in history from Antioch College.

Florence M. Turcotte has been the Research Services Archivist in the Dept. of Special and Area Studies Collections at the University of Florida since March of 2005. She also serves as the curator of literary manuscripts in Special Collections. With her colleague John Nemmers, she authored ARL SPEC Kit 296: *Public Services in Special Collections*, published in November 2006. She recently presented a paper entitled: "Archives, Outreach and Advocacy: Promoting and Developing your Collections", at the 2007 Annual Meeting of the Society of Florida Archivists.

Kelly Wooten is the Research Services and Collection Development Librarian for the Sallie Bingham Center for Women's History and Culture at Duke University's Rare Book, Manuscript, and Special Collections Library. In addition to reference and instruction responsibilities, she helps plan and promote thematic exhibits and innovative programming such as dramatic readings, film festivals, and academic symposia. Other outreach responsibilities include maintaining the Center website, publishing a newsletter, and promoting the Center's travel grant program. Before joining the staff at Duke, she was the Public Relations and Annual Giving Coordinator for UNC's Health Science Library where she planned major events, edited and distributed print and online publications and communications, and managed the Friends of the Library program. Wooten has extensive experience promoting small non-profit organizations such as Internationalist Books and Community Center where she currently manages the membership program as a volunteer and formerly served as board chair. She received both her BA in Women's Studies and English literature and her MSLS from UNC-Chapel Hill, and holds a Certificate in Nonprofit Management from Duke Continuing Studies.

RAO Annual Meeting
31 August 2007, 12:00 – 2:00 p.m.
Agenda

Program Portion: "Archives and the Media"

Business Portion

- A. Welcome and Introduction of RAO Officers
- B. SAA Announcements (Council Liaison, Program Committee, etc.)
- C. Election of officers
- D. Old Business
 1. Joint Statement on Access to Original Research Materials
 2. American Archives Week/Month
 3. Other
- E. Session Proposals
- F. RAO Involvement in or Support for History Day
 1. Encouragement to state and local archival groups:
 2. Sharing History Day posters and flyers
 3. 2009 National History Day Curriculum Book
 4. Other ideas
- G. Reference and "More Product, Less Process"
 1. Short review of sessions
 2. Guidelines/recommendations on working with patrons.
 3. Working with other sections/roundtables
 4. Tapping members' expertise