



THINKING Outside the Box

Society of Indiana Archivists
Annual Meeting

Indiana State Library, Indianapolis, IN
April 12-13, 2018

Sponsors



SCHOOL OF INFORMATICS
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INDIANA UNIVERSITY
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SHRAB

*Indiana State Historic
Records Advisory Board*

President's Welcome



Welcome Colleagues,

On Thursday, April 12, we're offering an all-day workshop "Developing Collections Policies + Plans" led by Tamara Hemmerlein and Karen DePauw from the Indiana Historical Society. After the workshop, you'll have the opportunity to tour the Indiana Archives and Records Administration. (Note the workshop is downtown at the Indiana State Library, and the tour is north of downtown at the State Archives.) Space is limited in both so secure your spot.

This year's annual meeting theme "Thinking Outside the Box" offers SIA members the opportunity to share their projects and strategies to increase outreach, solve problems, and reach a wider audience. With ten sessions, we'll learn about our colleagues' creative approaches and be inspired by their work.

Our plenary speaker this year is Brigadier General, USAF (Ret) J. Stewart Goodwin, Executive Director of the Indiana War Memorials Commission. This year is the World War I Centennial Year, and General Goodwin is leading the Indiana World War One Commission to plan events statewide to observe Indiana's involvement in World War I. He will share his work of using collections to create commemorative events about Indiana's rich history in World War I.

We rely on the generous support of our sponsors. Thanks to the Indiana State Historic Records Advisory Board, IUPUI Department of Library Science, and the Indiana Historical Society. A special thanks to Indiana State Library for hosting us.

Finally, thanks to Claire Horton (SIA Vice President) and Ashley Chu (SIA Board Member) who have chaired the Programs committee and all the members of the Programs Committee — Brittany Kropf, Mairelys Lemus-Rojas, Meg Galasso, and Lydia Spotts — for all they've done to organize this year's pre-conference workshop and annual meeting.

Tricia Gilson
SIA President

LEU/ARC Credit

If you are interested in receiving LEU/TLEU and ARC credits, please email Claire Horton at chorton@iara.in.gov with a list of sessions you attended.

Developing Collections Policies + Plans with Tamara Hemmerlein and Karen DePauw, Indiana Historical Society

Do you have a collections management policy? Is it in need of revision? Do you need a plan to guide current and future collections development? During this interactive workshop, learn how to develop new or revise current collections management policies and develop a collections plan. You'll leave the workshop with the tools needed to move forward with the important work of collections.

The workshop takes a baseline look at developing strong collections policies and plans and is designed for anyone working in libraries, archives and museums.

Karen DePauw works as coordinator of the Local History Services department of the Indiana Historical Society. She offers a variety of collections-based programs from textile preservation to collections care site visits and workshops. With a BA in history and an MS focusing on historic costumes and textile conservation, Karen has focused on the stories that objects can tell and the importance of preserving these objects for the future.

Tamara Hemmerlein is the director of Local History Services at the Indiana Historical Society. She works with organizations on board development and organizational planning of all types, including long-range and collections planning. Tamara has worked in and with historical organizations for the past twenty years. She is an American Alliance of Museums Museum Assessment Program peer reviewer and serves on the Indiana Memory-Digital Public Library of America Outreach Committee.

The Indiana Local History Services Department assists local historical societies, museums, libraries, archives, genealogy and preservation groups to promote Indiana's history statewide.

Date: Thursday, April 12, 2018, from 9:00 a.m. - 3:00 p.m.

Location: Indiana State Library, Indiana Authors Room or History Reference Room
(Lunch suggestions on page 13)

Post-Workshop Tour

Join us after the Workshop for a Behind-the-Scenes tour at the Indiana State Archives

Date: Thursday, April 12, 2018, from 3:30 - 5:00 p.m.

Location: Indiana State Archives
6440 East 30th St., Indianapolis, IN 46219

Visit the Indiana Archives for a tour and have the opportunity to enter the secured stacks, see the vaults, and visit the state's record center. You will see some of the state's oldest records.



Photo: Archives stacks at Indiana State Archives

Schedule at a Glance

Odd numbered sessions will take place in the *Indiana Authors Room* and even numbered sessions as well as the Plenary and Members Meeting will be in the *History Reference Room*.

8:30 - 9:00 a.m.	Check-in	
9:00 - 9:45 a.m.	Session 1	Stupid Archival Tricks: A Case Study of Archiving Provided by David Letterman's Collection
	Session 2	Archival Instruction and Engagement Mini-Sessions Expanding Boundaries: Creating an Online History Course The Archives as Classroom: Collaborating to Drive Student Engagement with Archival Resources
9:55 - 10:40 a.m.	Session 3	Lots of Copies Keep Stuff Safe: InDiPres and Digital Permanence in Three Indiana Repositories
	Session 4	Outreaching Archives: The Quest of a Millennial
10:50 - 11:35 a.m.	Plenary Session	Brigadier General, USAF (Ret) J. Stewart Goodwin
11:35 - 12:35 p.m.	Lunch Break	
12:35 - 1:20 p.m.	Members Meeting	
1:30 - 2:15 p.m.	Session 5	Social Networks and Archival Context (SNAC) for Improved Archival Research
	Session 6	The Ryan White Letters: A Collaborative Digital Engagement Project
2:25 - 3:10 p.m.	Session 7	Volunteer Program Mini-Sessions People Who Need People: Creating and Managing a Volunteer Program Anytime, Anywhere: Managing Remote Transcription Volunteers
	Session 8	Training for Freedom: How Ordinary People in an Unusual Time and Place Made Extraordinary History
3:10 - 3:30 p.m.	Afternoon Break	
3:30 - 4:15 p.m.	Session 9	Thanks for Your Application: Hiring Strategies for Archival Work
	Session 10	Tracking Archival Services & Making Data Work for You

Program Schedule

8:30 - 9:00 a.m.

Check-in

9:00 - 9:45 a.m.

Session 1 - (Indiana Authors Room)

Stupid Archival Tricks: A Case Study of Archiving Provided by David Letterman's Collection

Randi Beem, Archives Records Analyst, Archives and Special Collections, Ball State University

Katy Evans, Graduate Assistant, Ball State University

As archivists, we receive personal papers, ephemera, and audiovisual materials every single day. However, what happens when you receive a large collection of these things from one of the most famous people in the world? Where do you begin with the process of appraisal for both insurance and processing purposes? Through discussing the David Letterman Archives at Ball State University Libraries, we will seek to think outside the box when it comes to the processing, appraisal, and description of a large collection from a larger than life donor. This presentation will impart the challenges and benefits of processing a large collection, and will provide a case study for processing an unwieldy collection from an expansive career.

Session 2 - (History Reference Room)

Archival Instruction and Engagement Mini-Sessions

Expanding Boundaries: Creating an Online History Course

Beth South, Coordinator for User Services, Hayes Hall Library, IU East

The IU East Archives will discuss the creation, the tools, and the challenges it encountered in creating an online campus history course featuring archival materials. With a small, relatively unknown collection at a school with many online students, the archives faced an engagement challenge. They set out to make the archives interesting to students, reach out to those who are strictly online students, and to extend their presence further into the community and engage with the alumni population.

This session will share IU East's experience in creating an online campus history course with Canvas. The course is available on IU's new online course platform called Expand IU, a program which offers free courses that are open to the public.

Program Schedule

The Archives as Classroom: Collaborating to Drive Student Engagement with Archival Resources

Nicholas Stanton-Roark, Archivist, Nicholson Library, Anderson University

During the fall semester of the 2017-2018 school year, the archives, library and English department collaborated to create a research project for two classes within the Engl 1120 course: Research and Rhetoric. One week of classes was spent in the archives and reading room, where the archivist and director of the library lectured and led discussion and activities based on archival research and working with primary sources. Students then worked with primary sources from one of four eras in the school's history to construct a persuasive essay tying that item and the school to broader currents in U.S. and global history.

The presentation will discuss the process of collaborating with instructors, physical arrangement of the items for the project, unexpected challenges that arose, and solutions for the future.

9:55 - 10:40 a.m.

Session 3 - (Indiana Authors Room)

Lots of Copies Keep Stuff Safe: InDiPres and Digital Permanence in Three Indiana Repositories

Sally Childs-Helton, Librarian Professor, Special Collections, Butler Libraries

Janice Gustaferra, Metadata Librarian, Butler Libraries

Meaghan Fukunaga, Digitization Manager, Indianapolis Public Library

Tricia Gilson, Archivist, Bartholomew County Public Library

Digital permanence has been the most elusive element in almost all digitization programs because of cost and a lack of technical resources. How can we ensure that our digital collections last beyond the next upgrade, systems failure, or localized disaster? Indiana Digital Preservation (InDiPres) is a digital permanence collaborative founded in 2016, and part of the larger MetaArchive Cooperative founded in 2004. InDiPres is based on the LOCKSS model-lots of copies keep stuff safe-and offers Indiana archives, libraries, museums, and other cultural heritage organizations a scalable, affordable, and relatively simple digital permanence solution.

This panel is composed of archivists and librarians from three very different InDiPres member repositories (Butler University, Indianapolis-Marion County Public Library, and Bartholomew County Public Library) with different needs, and with different levels of experience with InDiPres. Presenters from academic, public, and not-for-profit repositories will discuss how InDiPres is meeting their digital permanence needs, why they joined InDiPres and how they "sold" it to their administration, preparations they made (and continue

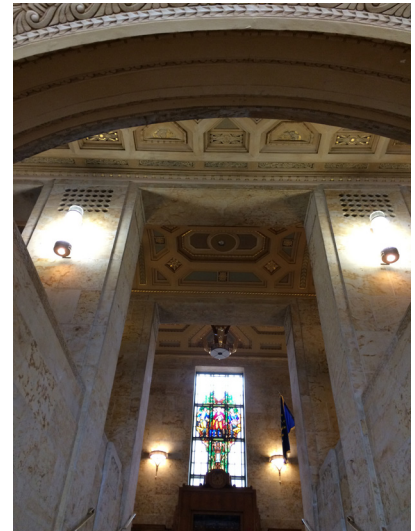
to make) to create a workflow, successes and problems, where their InDiPres programs are now, and future plans.

Session 4 - (History Reference Room)

Outreaching Archives: The Quest of a Millennial

Emily Rapoza, Lincoln Librarian, Lincoln Collection-Allen County Public Library

Large doors, archival boxes, patron forms, pencils only. Archives are, and have always been, a staple in retaining and preserving public memory, but as times change and customers have different needs, what are other avenues of display and outreach for archives? As someone who is part of the “digital native” generation, there seems to be extra pressure on new archivists (and archivists in general) to adapt and share their collections digitally and through new outreach avenues. Social media, outreach programs, and new applications offer varying ways of presenting archives and gaining more virtual visitors, as well as expanding the reach of the organization. Is it possible to have a virtual space for primary sources on platforms that praise avocado toast and #hashtags? Can archives be relevant to younger generations that are already tech-engulfed? The short answer: Yes! Archives can be digitally leveraged for so much more than manuscript boxes.



Photos: Indiana State Library (ISL) building (exterior/interior)

Program Schedule

10:50 - 11:35 a.m.

Plenary Session - *(History Reference Room)*



During this World War I Centennial Year, SIA is excited to have Brigadier General, USAF (Ret) J. Stewart Goodwin as our plenary speaker.

Brigadier General, USAF (Ret) J. Stewart Goodwin is the Executive Director of the Indiana War Memorials Commission. The Commission operates 25 acres of property in downtown Indianapolis consisting of a 30,000 square foot and a 3,000 square foot military museums with multiple monuments honoring Hoosier Veterans visited by over one million visitors annually.

General Goodwin received his commission through the Reserve Officers Training Corps in 1971 from the University of Evansville with a BS degree in Management/Marketing. He received a MS degree in Industrial Safety from The University of Central Missouri in 1975. The General has served in all three components of the Air Force: Active, Reserve, and Guard involving both operational and support positions

such as Intercontinental Ballistic Missile Launch Officer, Chemical Warfare Defense Officer, Air Base Survivability Officer, and Chief of Staff of the Indiana Air National Guard.

General Goodwin retired from the US Air Force with 37 years of service. His final assignment was as the Indiana Assistant Adjutant General for Air and the Commander of the Indiana Air National Guard comprised of 2000 Airmen and consisted of an A-10 Fighter Wing, an Intelligence Wing that monitors Predator and Global Hawk Unmanned Aerial Vehicles worldwide, two air to ground gunnery ranges and a Weather Detachment.

11:35 a.m. - 12:35 p.m.

Lunch Break

(Lunch will be provided)

12:35 - 1:20 p.m.

Members Meeting - *(History Reference Room)*

1:30 - 2:15 p.m.

Session 5 - (Indiana Authors Room)

Social Networks and Archival Context (SNAC) for Improved Archival Research

Mairelys Lemus-Rojas, Metadata Librarian, IUPUI University Library
Angela White, Philanthropic Studies Archivist, Head of Special Collections, IUPUI University Library

Despite our best efforts to make our collections accessible to the public through online finding aids, they're still relatively invisible to researchers who don't know where to look. SNAC (Social Networks and Archival Context) was developed as a discovery service for archival collections from institutions around the world, using data that has been already created (i.e. finding aids, MARC records, and EAC-CPF) as a starting point. Using SNAC as a search tool allows researchers to quickly access specific information about the subjects they are researching, including links to collections (archival collections, related resources, related external links) and related names (people, families, organizations). Data visualizations help users to understand connections among these entities and suggest new avenues for research. This presentation will focus on how researchers can use SNAC to find archival collections. It will also include information on the SNAC Cooperative's plans for training editors, efforts toward bulk importing data, and developing cross-functionality with ArchivesSpace to improve quality and access.

Session 6 - (History Reference Room)

The Ryan White Letters: A Collaborative Digital Engagement Project

Andrea Hughes, Lead Curator, Arts and Humanities, The Children's Museum of Indianapolis
Jennifer Noffze, Collections Manager, The Children's Museum of Indianapolis

Through an IMLS-funded project, The Children's Museum of Indianapolis has built upon its groundbreaking and successful permanent exhibit, *The Power of Children: Making a Difference*, by creating a digital series of educational programs and research resources using a unique letter collection compiled by Ryan White, the Indiana teenager who became internationally known in the early 1980s when he contracted HIV/AIDS.

The Museum partnered with the Indiana University-Purdue University Indianapolis Library to digitize and preserve the letter collection online; develop digital educational modules for classrooms and a new exhibit component; and engage school, family, and volunteer audiences in a crowd-sourced transcription of the collection to enhance the digital archive.

Program Schedule

This presentation will provide a succinct overview of the *Power of Children* exhibit, the Ryan White Letters archive and the evolution of this project. The presenters will share details of the IMLS grant along with unexpected challenges faced from the outset, including but not limited to: preparing the letters for digitization; working with legal counsel to address copyright and permissions; the redacting process; and selecting appropriate letters for the classroom module.

2:25 - 3:10 p.m.

Session 7 - (Indiana Authors Room)

Volunteer Program Mini-Sessions

People Who Need People: Creating and Managing a Volunteer Program

Lisa Lobdell, Archivist, Great American Songbook Foundation

The Great American Songbook Foundation has a staff of four full-time employees: the executive director, archivist, director of programs, and program coordinator. Since 2011, the Foundation has utilized volunteers to help accomplish a myriad of tasks in the archives, the exhibit gallery, and for the Songbook Academy®. Volunteers have written disaster response plans and records management policies, provided reference services, and assisted with outreach programs, along with embracing the mundane chores of stuffing envelopes and creating inventories of collections.

The archivist will discuss the creation of the volunteer program (including her own concerns), its growth, the triumphs and pitfalls, and how she has learned to match a volunteer's skillsets to the organization's needs.

Anytime, Anywhere: Managing Remote Transcription Volunteers

Victoria Duncan, Digital Projects Coordinator, Indianapolis Public Library

The Indianapolis Public Library utilizes volunteers to transcribe hand-written documents from their digital collections found at digitalindy.org. The digital projects team has experimented with both a free method of producing transcription using Google Docs and the dedicated transcription service, From the Page, and they have been assisted by both inexperienced temporary volunteer groups and dedicated long-term volunteers, leading to a wide range of experiences. The session will discuss transcription for full-text searching in digital collections, OCR limitations, training, engaging, and retaining volunteers, and time management and resource challenges.

Session 8 - (History Reference Room)

Training for Freedom: How Ordinary People in an Unusual Time and Place Made Extraordinary History

Jacqueline Johnson, University Archivist, Miami University

In the summer of 1964, volunteers and civil rights activists descended upon the unlikely small, rural town of Oxford, Ohio, to attend a two-week long orientation session held on the grounds of the Western College for Women. This training known as the Freedom Summer Project was situated against the peaceful backdrop of the remote, pastoral campus. Volunteers learned how to register African American voters, teach in Freedom Schools, and learn non-violent disobedience tactics for survival, before departing to the state of Mississippi.

Miami University has created a documentary about these events using materials from the Mississippi Freedom Summer Digital Collection housed in the Miami University archives. This session will focus on how to establish, develop, preserve and promote collections with the use of documentary projects. Johnson will share tips for obtaining grants and will cover other topics such as: licensing documentaries for broadcast for national and international distribution, contracting with media companies, hiring personnel, obtaining permissions for oral histories and interviews, and creating educational websites for documentary projects.



Photos: Indiana State Library (ISL): Indiana Authors Room, Card Catalog Cabinet, History Reference Room

Program Schedule

3:10 - 3:30 p.m.

Afternoon Break

3:30 - 4:15 p.m.

Session 9 - (Indiana Authors Room)

Thanks for Your Application: Hiring Strategies for Archival Work

Ashley Chu, University Archivist/Librarian, Zondervan Library, Taylor University

This presentation will discuss the process of hiring individuals (both professional and student/volunteer) for archival work, and will identify the various skills and attributes that are important to consider for work in an archival environment. While many of these attributes may be more intrinsic, strategies for discerning them will be presented and both successful and unsuccessful hiring scenarios will be provided. The hiring process, including application design, interview questions and activities, and the on-boarding process for new hires, will be reviewed.

Session 10 - (History Reference Room)

Tracking Archival Services & Making Data Work for You

Lydia Spotts, Associate Archivist/Librarian, Archives, Indianapolis Museum of Art at Newfields

Evan Miller, Archives Intern, Archives, Indianapolis Museum of Art at Newfields

The challenges of managing time with “lone arranger” and small staffing situations are well-understood in the archival profession. Serving the repository’s designated audience and demonstrating the relevance and usefulness of collections is critical, but some months the frequency of time-consuming reference and other requests makes other work, especially arrangement and description, particularly challenging. Systematically recording and managing data, then compiling, assessing, and interpreting it requires discipline and time. Following an assessment of legacy reference and archival services data, a tracking tool was redesigned to ease recording, manipulation, and reporting of archives services data.

A key element was added: a field to allow differentiation of time spent on reference with processed versus unprocessed collections, which illustrated the extra time needed to navigate unprocessed collections. Can we capture data to support this and other assertions about time spent on archival services, and leverage the data to advocate for increased resources? The session will review the methods used to record legacy data alongside the redesigned experimental process and tool, then compare findings which could drive both archival management and larger institutional planning.

Scholarship Announcement

2018 Thomas Krasean Student Scholarship

The Society of Indiana Archivists will award the Thomas Krasean Student Scholarship to attend the 2018 Society of Indiana Archivists Annual Meeting, held on April 13, 2018. The scholarship recipient will receive a complimentary registration to the Annual Meeting and \$150.00 to cover the expenses associated with attending.

Application Deadline: March 30, 2018

Eligibility Requirements: An applicant must be either a graduate student enrolled in a Master of Library and Information Science (MLIS) program, Master of Arts (MA) in History or Museum Studies program, or a related graduate program -OR- a recent graduate from one of the previously listed programs with five or fewer years of post-graduate work experience.

Recipient must be able to attend the Annual Meeting on April 13, 2018, where they will receive the check.

To Apply: Submit a statement of interest stating why you want to attend the annual meeting and how it will benefit you. Include in your statement a brief outline of your archival education and any work history, along with a description of your long-term professional goals. Please include your contact information (name, mailing address, phone, and e-mail) and contact information for your institution or employer. Statements should be limited to 200-400 words.

Additionally, the recipient is expected to write a brief (150-300 word) reflection about their experience attending the Annual Meeting and submit it along with a photograph (head shot) to be published in SIA's News and Notes newsletter.

Please submit the information stated above via email to Claire Horton at chorton@iara.in.gov. The award recipient will be announced through the SIA listserv prior to the meeting.

Lunch Suggestions

(Workshop day - April 12, 2018)

First Watch (6 minute walk)
firstwatch.com

Café Patachou (6 minute walk)
cafepatachou.com

Stardust Terrace Café (2 minute walk)
indianahistory.org

Parking Options

Many downtown garages within walking distance of the Indiana State Library offer commercial parking. Metered parking is available on most downtown streets, including Ohio St. and Senate Ave.

See the Downtown Indy parking suggestions:
<http://www.downtownindy.org/get-around-downtown/park/>

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Members	Lydia Spotts Associate Archivist/Librarian Indianapolis Museum of Art at Newfields		Meg Galasso Information Services Librarian & Archivist Indiana University Kokomo Library