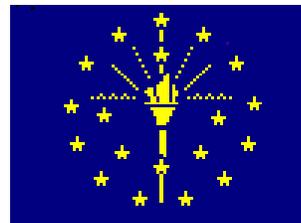




# Society of Indiana Archivists Newsletter

Fall 2003 Newsletter



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## From the President

### Thanks, to Start With!

I'd like to offer my gratitude and thanks to everyone who helped to make the fall SIA meeting in Bloomington so successful. As the program chair, I can tell you that it took many, many people to make the meeting and the workshops run smoothly. I appreciate the help and advice I got from John Straw, who can now bask in his year as past president. Also I must profusely thank our hosts in Bloomington, the indomitable staff of the I.U. University Archives (Phil Bantin, Kristen Walker, Dina Kellams), for exceptional hospitality. Kristen gets special thanks as the local arrangements chair; she went over and above the call of duty to ensure the quality of the meeting. And I thank the board and officers for help and support throughout.

I must also thank our excellent presenters for the workshops and the panels on Friday, including the many people who represented ALI (Academic Libraries of Indiana) at the digitization workshop;

Dr. Fritz Dolak for his copyright panel; Dr. Judith Allen for her talk on *Kinsey's Women* during our plenary session; Dr. Barbara Truesdell for her oral history panel; and our tour guides to the Kinsey and the Lilly. And I know I'm still leaving out people who contributed in substantial ways. Finally I must thank our members who made this one of the best-attended meetings in the history of SIA. Many thanks to you all for helping to create a very useful and successful two-day meeting.

### The President's Soapbox (or is that platform?)

It's odd to be asked to state my platform after I've been elected, but it's what happens in an organization that elects a vice president/president elect. I am honored to be called to service, and I appreciate the opportunity to help SIA continue its mission.

I do have several practical goals to accomplish over the next year, with the help of the officers, board, and membership, and I'll address those later. Last

month I represented SIA for a Midwest Archives Conference panel on local and regional archival associations. This, as well as needing to make a formal statement of my "platform," has given me the motivation to really consider the role that SIA has played in my professional life, and what I would like to see SIA accomplish in the near future.

### Why SIA is Important to Indiana Archivists

SIA was the first archival association I joined when I left Bloomington, moved to Indianapolis, and took a job at the Indiana Historical Society in 1984. SIA was my entrance into the professional network of archivists and archives, even though I had been working in archives in Bloomington. People I first met through SIA have continued over the years to be valuable associates, and I greatly appreciate their ongoing help and support. SIA not only provided me with immediate access to more experienced archivists who were willing to help, but it

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exposed me to the broader issues in archiving as well. I had been working in a very narrow part of the profession and through SIA I got my first real glimpse of just how large, complex, and varied the archival world can be.

SIA provided me with an entrance into the larger profession, and access to a network of archivists who were willing to help. This, in my opinion, is the greatest strength of SIA, and what it does best and more effectively than regional and national associations. Indiana has a large number of archival repositories ranging from small, under-funded, one-person shops, to large institutions with many employees and state-of-the-art facilities. The diversity of the repositories ranges from historic homes to religious archives to county historical societies to university and government archives. And the training of the archivists who care for these collections ranges from learning on the job to those who have formal degrees and access to continuing education. Yet we all have one main thing in common: we are the stewards of our collections, and it is our duty to do whatever we can to ensure that our collections are preserved for as long as possible while remaining accessible to users.

What SIA offers—a convenient and friendly entrance into the professional world of archiving, a well-established

network, and access to inexpensive archival education—is vital to caring for our collections. And this is what I would like to focus on over the next year. I would like to explore the ways in which SIA can serve its members, and their collections and institutions, even better and more effectively. We are very fortunate in that we have considerable talent and experience in the state, and we can continue to help mentor each other as our jobs and collections change.

The economic downturns of the past few years have affected us all. Some of us who once had generous travel budgets now have to pick and choose what meetings we attend, and often stick closer to home. Some of us have lost our travel budgets altogether, or never had them in the first place, and are paying out-of-pocket to attend meetings and workshops. All of us are having to do more with less money; we're having to work smarter, be more efficient, and still care for our collections and keep them accessible. Fortunately, SIA already has the network set up and the talent on hand to do a considerable amount of education in-state, at very reasonable prices.

This is the enduring strength of local, state, and regional archival associations—accessibility. And with accessibility comes opportunities for education and networking. Education has been a main focus for SIA from

its inception, and it will continue to be so in the future. As the current president of SIA, I hope we can increase our opportunities for education through even more workshops, an improved website that guides people to the best on-line resources, and continued outreach to smaller shops and students interested in archiving. At the same time we are also continuing to serve formally trained archivists in larger shops through appropriate workshops that continue their education, and the exploration of cooperative projects.

### **Sally's Overly-Ambitious Things To Do This Year List:**

Actually, if we can get even some of this done, I'll be happy! Here are some suggestions from individuals and the board about ways SIA can better serve its constituents. Some are practical and internal, while others deal with outreach.

1. Update the membership list soon; include information about areas of expertise for members who are willing to serve as resource people.
2. Rewrite the by-laws to reflect current practice.
3. Complete and compile the survey originally handed out at the fall meeting regarding preferred meeting and workshop topics, and preferred locations around the state.

## **Rodger A. Peterson, 79**

Roger A. Peterson, 79, resident of Bloomington, died Tuesday, September 30, 2003 at Bloomington Hospital. Born October 19, 1923 in Chicago, Illinois, he was the son of Arthur J. Peterson and Laura Jordan.

He was a U.S. Navy veteran, a steel salesman for Central Steel and Wires, a member Faith Lutheran Church, a noted Owen County Archivist at the Owen County Historical and Genea-

logical Society, Board member of the Society of Indiana Archivist, Indiana Historical Society, and Owen County Historian.

Survivors include his wife, Jean Schneider Peterson, of Bloomington; three sons, Clifford James Peterson of Bloomington, Raymond Peterson of Middletown, Ohio, and Ken Peterson of Upland, California; one daughter, Carole DeRoo of Kansas City,

Missouri; and six grandchildren.

He was preceded in death by his parents and one brother. Services were held Friday, October 3, 2003 at Faith Lutheran Church. Pastor Lawrence Mitchell officiated. Interment took place at the Chambersville Cemetery. A Military graveside was conducted by Veterans Honor Guard.

### **President Cont'd...**

4. Offer one or two student scholarships to the fall meeting or to a workshop to encourage student involvement.
5. Possibly become involved in matching MLS/SLIS students with internships with SIA members.
6. Move the website to its own domain name for improved identity, find-ability, and ease of upkeep; involve members in the upkeep and expansion of the website.
7. Sponsor an SAA workshop in Indiana.
8. Start a new member initiative including outreach to smaller shops. Some people do not know that SIA exists, so we need to increase our outreach and PR.
9. Overall, the officers and board members want to become more responsive to the membership so that we do what we do better, and meet as many needs as possible.

### **Ideas from the Midwest Archives Conference Meeting:**

The panel on local and state archives was extremely useful and a number of really good ideas came out of it. Here are some of them we can think about on down the road:

1. When holding meetings in the far corners of the state, go by bus, with a party *en route* (this works really well in Michigan when they go to the less-inhabited northern reaches).
2. Hold annual meetings at recrea-

tional/historic areas (for Indiana, the Dunes or New Harmony?), then folks can stay for the weekend and have a mini-vacation.

3. Have a list of links to state-wide repositories on the organization's website (and possibly indicate where SIA members work).
4. Add a link to the organization's website to contact the newsletter editor directly.
5. Develop resource guides for doing archival research, including a guide aimed at secondary students doing research for history day.
6. Promote and work with high school students for history day.
7. Host a listserv for the organization and other interested parties as a fast, simple way for archivists within the state to communicate.
8. Invite people from Indiana who have joined MAC or SAA to also join SIA.
9. Sponsor Archives Week activities in Indiana.
10. Consider outreach plans to archives we don't often think about, like medical archives.
11. Invite new professionals, MLS/SLIS students to serve SIA in some capacity; invite them to present at meetings.

### **Here's how you can help right now!**

First, we need one or two volunteers to help rewrite the by-laws. We have several people who are willing to

serve, but we need a few folks who are long-time SIA members. Contact me if you're willing to serve on the by-laws work group.

Second, if you didn't fill out the membership survey at the SIA meeting, please do so now and return it to Sally either through e-mail or snail-mail. I will compile it and the results will be distributed. Find it at the end of this newsletter.

Third, let me know if you are willing to serve your fellow SIA members as a resource person for some aspect of the archival profession. This can be anything: administration, the conservation and preservation of a particular medium, manuscripts cataloging, digitization, grant-writing, exhibits, copyright, oral history, donor relations (for starters). Please contact me soon so we can get the membership list updated and distributed, the survey compiled and the results distributed, and the by-laws workgroup working. I would be pleased to hear from members regarding what they feel they need most from SIA. Please contact me in any of the following ways:

Sally Childs-Helton

Irwin Library

Butler University

4600 Sunset Avenue

Indianapolis, IN 46208

317-940-9265

[schildsh@butler.edu](mailto:schildsh@butler.edu)

## **Philip Bantin Named SAA Fellow**

At the Society of American Archivists meeting in Los Angeles, California, on August 22, 2003 Philip Bantin was inducted as a fellow of the Society for his contributions in the area of electronic records management. Congratulations, Phil!



Photo of Ian Wilson and Phil Bantin after receiving their fellow awards. Bantin is pictured on the right. Photo courtesy of SAA.

## Feature Article: Is Society Preserving Its Historical Records In the Digital Age?

By Philip Bantin, Director, Indiana University Archives (bantin@indiana.edu)

In this age of digital information, are we capturing and preserving the records and documentation that scholars will need to create a complete and detailed history of American society? Are we losing critical information about our institutions and our citizens because we do not yet have a viable strategy for managing and preserving digital records? And if there is a problem or a crisis in managing digital resources, what can we do to address and eventually solve it? These are questions archivists, records managers, librarians and information technologists have been asking for more than a decade. I have been one of the active participants in this debate. In the past eight years, I have directed two projects funded jointly by Indiana University and the National Historical Publications and Records Commission (NHPRC), a funding agency associated with the United States National Archives. These projects, implemented in two phases from 1995-1997 and 2000-2002, were designed to develop and implement strategies, guidelines and best practices for managing electronic records. As part of this work, I collaborated and consulted with archivists and records managers throughout the United

States, Canada, Western Europe, Australia and Africa. In 2001, Jaana Kilkki, Director the Finnish Military Archives spent three months at the IU Archives on a Fulbright scholarship to study and analyze my strategies for managing electronic records. The collaboration proved to be so successful that in 2003 I traveled to Finland as part of a sabbatical leave to examine the strategies for managing electronic records being developed by Janna and her Finnish colleagues. During this three month stay in Finland, I examined and analyzed information and record systems at the Finnish Military Archives, the Finnish National Archives, various agencies in the Finnish government, the Finnish National Bank, and within private industries.

What did I learn? Are we in danger of losing our history? Are there viable strategies out there for managing our digital resources? As with most complex issues, the response is not a simple yes or no. The good news is that the international community is beginning to take note of the problem, particularly as it relates to digital preservation. In the United States, it is very noteworthy that Congress has allocated hundreds of millions of dollars to designing and implementing a

digital records initiative for the National Archives. Another very positive development is the emergence of national and international standards, requirements and best practices for recordkeeping. Most noteworthy of these are design requirements for recordkeeping systems, specifications for recordkeeping metadata, and standards for the long-term preservation of digital information. My work at IU has contributed to these efforts by providing design requirements and metadata specifications for IU's information systems, and guidelines and best practices for creating and managing e-mail and imaging systems that

**“Are there viable strategies out there for managing our digital resources?”**

will effectively manage records over-time.

The bad news is that very few viable, functioning recordkeeping systems presently exist anywhere in the world. In general, the archival, records management and information technology professions are still very much in a period of experimenting with and (Cont'd p.6)

## Mole Infiltrates SIA Meeting in Bloomington; Workshop Disrupted

The ALI workshop at Indiana University was disrupted by the discovery of a mole that infiltrated the meeting in disguise. The mole, originally thought to be a harmless mouse, gathered considerable information about digitization in archives before its presence became known to the attendees. The mole proceeded to disrupt the presentation by running around

the room in an agitated manner before it was identified, captured, and subsequently ejected into the adjacent courtyard. No charges were pressed.

Kristen Walker showed considerable courage and ingenuity in her pursuit and capture of the interloping mole. Said Kristen after the incident, “If I had known this local arrangements chair position included critter capture

and disposal, I would never have accepted the position. I would have been so out of there!”



## **SIA Members a Hit at MAC in Dearborn, Michigan!**

**Submitted by Kristen Walker**

**Photos by Dina Kellams and Kristen Walker**



Pictured at left is Brenda Burk, current Treasurer/Secretary for SIA. At the MAC meeting Burk served as moderator on at the session titled “ State and Local Archival Associations: Past, Present, and Future.”

Pictured at right is Sally Childs-Helton, current President of SIA. Childs-Helton was one of the speakers on the same panel Burk moderated. She spoke about the Society of Indiana Archivists and role our organization plays in the education of archivists a various repositories throughout the state.



Dina Kellams, current V-P and Board member is pictured in front and Stephen Towne, SIA member is pictured directly behind her. Towne was Co-Chair of the Programming Committee for the Fall MAC meeting and Kellams presented a paper at the session titled: “From Beanies to Body Piercing: Documenting Student Life.”

Kristen Walker, current Board member and Newsletter editor is pictured at right. Walker presented a paper at the session titled “Adventures in the Digital World: Projects and issues. The slides from her presentation can be viewed at <http://www.indiana.edu/~libarch/>.



Not pictured, but also a presenter at the Fall MAC meeting was Glenn McMullen, current SIA member. He presented a paper at the session titled “Unintended Consequences? Archivists as Mediators in History.”

## Records in the Digital Age Cont'd...

various approaches and of developing small test cases from which to learn what works and what does not. My work at IU has contributed to these initiatives by evaluating how methodologies and procedures developed for managing textual, paper-based systems actually work when applied to automated systems. In the process, I have created a detailed methodology for designing new electronic record-keeping systems and for evaluating and modifying existing information systems. I have also implemented and described in presentations and articles various such as information managers strategies for collaborating with other professional groups, such as information managers auditors, on projects to evaluate information

## Mole Cont'd...

In an exclusive interview with the Indiana University NPR affiliate, WFIU, the mole stated that it had received faulty intelligence about the nature of the meeting and workshop. "I was told by my source that SIA was sponsoring an ALI workshop and that SIA was the "Society of Indiana Anarchists" and ALI was the "Alliance for Liberal Insurgency," so of course I was interested. What's this archives and academic libraries stuff? I was so ripped off! I was really upset when I found out I'd been

systems.

What will the future bring? I feel certain that solutions to the challenges of managing digital records will be found.



Some will be technological in nature; others will involve redefining how we manage these systems.

time valuable records essential to our understanding of the history of our society will be irrevocably lost.

More information on the IU Archives electronic records management initiative can be found at: <http://www.indiana.edu/~libarch/ER/>

"I was told by my source SIA was the "Society of Indiana Anarchists..."

set up. And I didn't appreciate the insensitive comments about playing 'Whack-A-Mole' either."

In spite of this incident, the ALI workshop was a great success. The repair workshop next door remained blissfully unaware of the incursion.

## Institutional Spot Light-Indiana University Archives- Submitted by Kristen R. Walker

Indiana University Libraries and the Digital Library Program are pleased to announce the availability, effective July 23, 2003, of a searchable collection of EAD finding aids from the Lilly Library and the Indiana University Archives at <http://www.lettrs.indiana.edu/web/f/findaid>.

Following the decision of the Library Management Team on April 25, 2002 to make the Encoded Archival Description (EAD) the standard for creating archival finding aids at IUB, the EAD working group first met on August 5, 2002 to plan, organize, and implement the project.

Members of the working group include individuals from the Digital

Other electronic records management projects I recommend include:

"*Model Requirements for the Management of Electronic Records*" (*MoReq*) commissioned by the IDA Programme of the European Commission at:

<http://www.cornwell.co.uk/moreq>

*National Archives of Australia, DIRKS Project* at: <http://www.naa.gov.au/recordkeeping/dirks/summary.html>

*InterPARES Project* at: <http://www.interpares.org/>

The mole has returned to its activities in the underground in the courtyard of the Indiana University Memorial Union. Said the mole in its parting shot, "I'll be back."

This AP (Archivists' Prattle) article reprinted here by permission of the author, Sally Childs-Helton.

Library Program, the Lilly Library, Indiana University Archives, School of Library and Information Science, Archives of Traditional Music, Liberian Collections, Center for the Study and History and Memory, American Indian Studies, The Kinsey Institute, and the Archives of African American Music and Culture.

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## Institutional Spot Light Cont'd...

Currently, over 100 finding aids are available, with more to be added as they are completed. In addition, other archives, extra-system libraries, and academic departments at Indiana University will also contribute finding aids in the very near future.

Special thanks go to Michelle Dalmau (DLP) and Ning Zou (SLIS) for conducting usability testing of the site, and to Perry Willett for

customizing the DLXS software used to publish online the Indiana

University Finding Aids. (Currently John Walsh of the DLP is responsible for the upkeep of the university libraries EAD website.)



## Institutional Spot Light-Indiana University Archives- Submitted by Dina M. Kellams

The Indiana University Archives and the Digital Library Program have launched a groundbreaking digital collection of 14,500 color images of everyday life in the middle of the twentieth century, "The Charles W. Cushman Photograph Collection" (<http://www.dlib.indiana.edu/collections/cushman/>). Weever Cushman between 1938 and 1969, the images document an amazing cross-section of American and international subjects, from inner-city storefronts and industrial landscapes to candid portraits.

The richly saturated Kodachrome slides add color to an era primarily documented in black and white—"a world that we had long since resigned ourselves to viewing only in shades of gray," writes Eric Sandweiss, the Carmony Associate Professor of History, in an essay that is part of the collection's Web site. "In Cushman's work," he observes, "the past becomes, for an instant, impossibly present."

Deteriorating colors in some of the slides, however, led IU's image specialists to consult with experts at the

University of Basel in Switzerland, who have researched fading patterns of film dyes. Technicians there recreated mathematically what the dyes on the slide might have looked like at the time of processing, and used this information to generate color-corrected versions of about 250 of Cushman's images in both film and digital formats.

Viewers may search the collection or browse the images by year, location, subject, and genre, a task possible only because the photographer, an IU alumnus, meticulously recorded notes about the thousands of images he shot over more than three decades. Mr. Cushman's descriptive information formed the basis of a database, which was later enhanced by image catalogers to provide subject access to the collection.

Charles Cushman, who graduated from Indiana University in 1917, bequeathed to the university some of

The slides were unknown until a university archivist discovered them in late 1999. They were found, neatly packed and labeled, still in the suitcases in which they were delivered in 1972.

"While one takes pleasure in examining these handsome images singly," Sandweiss concludes in his essay, "the greatest reward comes from assembling them as a group and discovering in their totality a clearer picture of a place that we thought we knew: the United States, c. 1938-1969, a place close enough to touch, but forever just out of reach."

The digitization and cataloging of the Charles W. Cushman Collection and the creation of the Web site were funded by Indiana University and by a National Leadership Grant from the Institute for Museum and Library Services (IMLS) ([www.ims.gov](http://www.ims.gov)).

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## Upcoming Workshops, Conferences, and Events

Mark your calendars! The **Midwest Archives Conference** will be holding their Fall meeting in Des Moines, Iowa, from October 28-30, 2004. To get more information on the upcoming meeting visit:

<http://www.midwestarchives.org/desmoines/home.html>



The **Society of Ohio Archivists** call for session proposals:

The SOA 2005 Spring Meeting Program Committee is pleased to announce the program theme and call for session proposals:

"The Business of Archives: Tools of the Trade" - focusing on three tracks: business/management, technology and archival issues. Sessions might focus on (but are not limited to): business planning, managing volunteers, grant writing, EAD, digitization, cataloging, electronic records, managing backlog, and preservation.

If you would like to submit a session proposal, please send them to Shari Christy (program co-chair) via email or snail-mail (address below). The session proposals should be as complete as possible with title, panel/workshop speakers, panel chair (if needed), short session description and AV aids needed. Hands-on sessions are especially encouraged. Presenters are also asked to allow ample time for questions.

The conference is tentatively scheduled to be held April 14-15, 2005 at Wright State University in Dayton, Ohio. Proposals should be submitted no later than September 16, 2004. If you have any questions, let us know.

Thank you.

Program Co-chairs

**Shari Christy Archivist/Contractor**  
**AFRL/HO Anteon Corp.**  
**Bldg 45, Rm 030**  
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68th annual meeting of the Society of American Archivists to meet in Boston, MA from August 2-8, 2004. For more information visit:

<http://www.archivists.org/conference/boston2004/boston2004.asp>

## Upcoming Workshops, Conferences, and Events



### Attention Indiana Archivists:

Share your insights, research, or favorite discussion (rant) topics! Enhance your resume! Add to your ACA credits!

The Midwest Archives Conference seeks timely and exciting session ideas for the Spring 2005 meeting, when MAC returns to Chicago after a three-year absence.

MAC's semi-annual meetings include between 12 and 18 sessions (90 minutes), each typically involving 3 speakers and a chair--although sugges-

tions for alternate formats are welcome. We're looking for both complete proposals (with participants lined up) AND brilliant concepts that need some fine-tuning.

The meeting:

Dates: April 28-30, 2005

Location: Wyndham Chicago (633 N. St. Clair, just south of Water Tower Place).

About MAC: for general or membership information, please go to <http://www.midwestarchives.org>

Proposals:

Please include a summary, working title, names of or suggestions for participants, and your contact information.

Deadline for submission of proposals: August 11, 2004.

Decision date: Mid-September, 2004.

Send proposals to: Program Committee Co-chairs Janet Olson ([j-olson@northwestern.edu](mailto:j-olson@northwestern.edu)) and John Straw ([JSTRAW@bsu.edu](mailto:JSTRAW@bsu.edu))

We look forward to hearing from you!



**\*Coming soon:** Information about the Society of Indiana Archivists - Kentucky Council on Archives joint meeting, to be held on the University of Louisville's Shelby campus on October 1st. The theme for our first ever joint meeting will be "Public History in the 21st Century." It looks to be a wonderful event, so please mark your calendars now! More information will follow in the newsletter to be released in September.



## International Council on Archives

The International Council on Archives will host the International Congress on Archives in Vienna, Austria, from August 23-29, 2004. The congress does not meet every year, but on a four year rotation. Phil Bantin, Director of the Indiana University Archives has been asked to speak at this meeting. For more information on the work being done by the ICA and on the congress please visit <http://www.ica.org/> or <http://www.wien2004.ica.org/>.

**SIA Fall Meeting 2003**  
**Planning Questionnaire for 2004 and Onward**

Please take a few minutes to fill this out and return it to any SIA board member before you leave today! SIA is your organization and we want to know how we can most effectively serve the diverse population of archivists in our state. We appreciate your time.

1. Location: I would be most likely to attend a meeting or workshop here:

(rank top 4 with 1. as most likely; put 0s to indicate would not attend here)

\_\_\_\_ Central/Indy      \_\_\_\_ Northwest/Calumet      \_\_\_\_ North /S. Bend  
\_\_\_\_ Northeast/Ft. Wayne      \_\_\_\_ West/Terre Haute      \_\_\_\_ East/Richmond  
\_\_\_\_ Southwest/Evansville      \_\_\_\_ Southeast/Kentuckiana      \_\_\_\_ Other \_\_\_\_\_

2. Timing: I would prefer for SIA workshops to be held (rank in order of pref.)

\_\_\_\_ In conjunction with the annual fall meeting, like this year

\_\_\_\_ At another time of year, possibly/preferably in another area of the state

\_\_\_\_ Either works for me.

\_\_\_\_ Other \_\_\_\_\_

3. Would you attend a day-long, more in-depth workshop on a topic of interest?

\_\_\_\_ Absolutely.      \_\_\_\_ Probably.      \_\_\_\_ Probably not.      \_\_\_\_ Absolutely not.

Comments: \_\_\_\_\_

4. What's the maximum you're willing/able to pay for a high-quality workshop?

Half-Day:      \_\_\_\_ \$0      \_\_\_\_ \$5-\$25      \_\_\_\_ \$50-\$75      \_\_\_\_ \$75-\$100

Full Day:      \_\_\_\_ \$0      \_\_\_\_ \$5-\$25      \_\_\_\_ \$50-\$75      \_\_\_\_ \$75-\$100

\_\_\_\_ \$100-\$150

5. I would be interested in attending a panel or workshop on the following topics:

(circle Y [yes, I'm interested]; N for no; circle P for good panel topic and/or W for good workshop topic). **Please add your ideas or comments** below/on the back.

Y N P W 1. Emergency and disaster planning in Indiana: basics of disaster plans

Y N P W 2. Digitizing your collections (photos, mss., etc.)

Y N P W 3. Donor relations, including legal aspects of ownership, copyright, restrictions, negotiations, donor forms, etc.

Y N P W 4. Sound and Video collections—care and preservation options

Y N P W 5. What's on Your Website? Designing your site to maximize access and content; could include online exhibits

Y N P W 6. Volunteers: from necessary evil to valued resource. Create a program that works. Tasks, training, volunteers at a distance

Y N P W 7. Community outreach: including the local community in programming and exhibits, as volunteers and donors, school outreach, etc.

Y N P W 8. Cooperative Projects: how to plan and fund a cooperative project with another archives, a not-for-profit, an institution, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
6. What can SIA do to better serve you, your collections, and your institution?  
\_\_\_\_\_  
\_\_\_\_\_

## Fall 2003 Newsletter

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## Purposes of the Society of Indiana Archivist:

**Provide** the means by which individuals engaged in archival and manuscript programs in Indiana can work together to promote the establishment of archival depositories and understanding of the use of records.

**Develop** an archival and manuscript methodology in Indiana through the sharing in various concepts, techniques, and guidelines.

**Foster** standards of competence in archival and manuscript repositories within the state.

**Establish** a code of ethics promoting professionalism throughout the Society.

**Pursue** fruitful cooperation with professions in related disciplines, as historians and librarians, as well as record creators and custodians.

**Support** the exchange of ideas through a publications program.

**Serve** as a liaison organization between individuals in Indiana having record problems and regional and national archival, manuscript, historical, and records management organizations.

## Invite a Fellow Indiana Archivist to Join!

The Society of Indiana Archivists invites you to renew your commitment or ask a fellow archivist to join in protecting the state's documentary heritage. Members receive an annual subscription to the *SIA Newsletter*, as well as other occasional publications issued by the Society. Members enjoy full voting privileges at the Society's business meetings and are eligible for service on its committees, Board of Directors, and for election as executive officers.

Please join the Society of Indiana Archivists by completing the [application form](http://archives1.archives.nd.edu/sia/join.html) at <http://archives1.archives.nd.edu/sia/join.html> once completed please mail it, along with your dues, to the SIA Secretary / Treasurer, Brenda Burk at:

IUPUI University Library  
755 West Michigan Street  
Indianapolis, IN 46202  
Phone: (317) 278-2329

**Thank You!!!**