



# *Society of Indiana Archivists*

Protecting Indiana's Documentary Heritage since 1972

## Back to the Basics

2010 SIA Annual Meeting

Saturday, March 13



Ball State University's Alexander M. Bracken Library  
Schwarz Digital Complex.

Look for your registration packets in the mail...details p. 5

# News & Notes

Society of Indiana Archivists

# PRESIDENT'S LETTER

As this newsletter comes out, we are only weeks away from our 2010 annual meeting. See articles in the newsletter for details!

When I began my term as SIA president a year ago, I turned for guidance to our history and the vision that inspired the creation of SIA under the leadership of John Newman and Tom Krasean. That vision was to create "an organization of archivists, librarians, records managers, and manuscript curators, which would provide the vehicle for sharing ideas and professional backgrounds, as well as providing aid and assistance to the numerous small archival programs around the state which were presently being run by dedicated but untrained volunteers."

***"...success in these partnerships and indeed in the future of SIA is going to depend on all of our members being brought into sharing the activities and decision-making within the organization...Consider being a more active part of that by volunteering your name as a nominee to the board of directors."***

Our context is of course different now. Newman and Krasean were trying to bring to those working with archival materials in Indiana some of the excitement and sense of a shared mission that they experienced at meetings of the Society of American Archivists. The Midwest Archives Conference (MAC), also founded in 1972, was undoubtedly striving to do the same and has now grown to over 1,000 individual members and 177 institutional members in the heartland states from Kansas and the Dakotas to Ohio, Wisconsin to Kentucky. For many Indiana archivists, MAC provides the excitement and sense of professional camaraderie Newman and Krasean envisioned.

Where then does SIA fit into the contemporary picture? How best can it provide the vehicle for sharing ideas and professional backgrounds and provide aid and assistance to archival programs around the state? One answer has been through the sessions of our annual meeting, its preconference workshop, and through the fall workshop.

Another answer might be through partnerships. On behalf of the State Historical Records

Advisory Board (SHRAB), State Archivist Jim Corridan contacted SIA in August to ask about the possibility of collaborating on developing regional workshops built on the successful series SHRAB offered last February and March and on establishment of an archival assessment program for the state's varied repositories. In November, Connie Rendfeld of the Indiana State Library invited SIA to become a partner in a grant proposal to the Institute of Museum and Library Services (IMLS) that would develop the foundations for such a statewide archival assessment program. The SIA board of directors

has taken care of the legal requirements to be able to receive funding through such a grant in order to be able to accept that invitation. (Both of these opportunities are described in separate stories in this newsletter.)

But success in these partnerships will require more than actions by the eight members of your board. They will require all of us thinking about our own areas of the state, the heritage of the state that is there to be preserved, and how we might build a network of mutual support to ensure that preservation. These partnerships can provide exciting opportunities for SIA members to connect with new colleagues in museums, historical societies, county offices, and the other amazingly diverse sites where archival materials are being preserved in Indiana. They can prompt us to think about our own expertise and the skills that we can share, often skills that we take for granted but that for someone unacquainted with archival practices can be precisely the new discovery needed to help them with the materials in their care.

These partnerships also encourage us to think about preserving Indiana's heritage and about the resources required to do that collectively. At the state level, movement toward legislation supporting a new State Archives building is undoubtedly going to be placed on hold because of the budget crisis, but our support of that leg-

# Building a Portrait of a Founder

John Purdue and Purdue University online exhibit

Purdue Libraries, Archives and Special Collections (ASC) displayed *Portrait of a Founder: John Purdue and Purdue University* from April 3 to July 16, 2009. The exhibit celebrated the 140th anniversary of the founding of Purdue University in 1869 and the grand opening of the Virginia Kelly Karnes Archives and Special Collections Research Center. An online exhibit was launched to reach a wider audience while continuing to educate the University community about John Purdue.

## Introduction to online exhibits

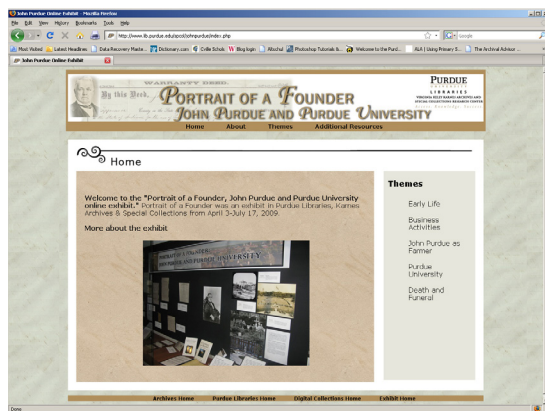
Creating an online exhibit allows an archive to digitally highlight unique materials in a collection. Online exhibits provide a context to give digital archival items more meaning to a user.

Since viewing archival items online is a different experience than viewing them in person, there are important adaptations to online exhibits that help a user interpret the items they are seeing without an archivist or librarian assisting them with reference activities. In a sense, much of the reference work is done beforehand.

Despite the differences between analog and digital environments there are many similarities between the two. Clear and succinct labels appear in both. Physical and online exhibits are broken up into categories or themes that make logical sense for ease of viewing and learning. Both environments present textual information along with photographs, papers, and artifacts in order to create a learning context for the user. In both physical and online exhibits, users may experience the exhibit according to where they begin viewing the exhibit and what items and labels they read.

## Creating the online exhibit

In creating online exhibits, it is important to keep in mind two sets of standards: physical exhibit standards from the archives field and web site standards from the web design field. Straddling these two fields and incorporating best practices in archives and web design will give you an attractive and functional web site that is informative to researchers and educators.



One of the initial steps in archival collection building and digitization projects is appraisal and selection of materials. We wanted to create a digital version of the physical exhibit so the selection included all items involved in the physical exhibit. Many of the items used in the physical exhibit had already been scanned

by the ASC. For other items in the exhibit, digital items were created using a flatbed scanner and a Nikon D60 camera. Dublin Core metadata was created during the scanning and photographing process. The ASC has created Dublin Core metadata for other digitization projects so it was appropriate to continue using Dublin Core metadata to describe the exhibit items for the John Purdue online exhibit.

When creating a web site, it is important to begin with research. You will need to understand your potential user, their capabilities and specific research goals. Use benchmarking as a guideline for web site design by looking at other organizations' web sites and online exhibits, in order to get a feel for how they have presented their digital materials. Notice their web layout, their navigation labels and their web design. Doing research is an important way to begin the web

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design process because it allows the designer to look at what their peers are creating and to get familiar with web standards and conventions (Morville & Rosenfeld, 2007). The best way to fire up your creative instinct is to look at all the exciting and beautifully done web sites and online exhibits and incorporate some of those techniques into your design. Remember the cardinal rule of web design: Don't reinvent the wheel!

Begin designing the web site by choosing colors and images from the digital materials that will be included in the online exhibit. This will create a consistency between the digital items presented and the online exhibit design. It is also important to keep the new online exhibit consistent with any other web sites or online exhibits that the organization may already have (Stielow, 2003). You may even be able to use the code from another web site that your organization created and insert your new colors and graphics. Remaining consistent between the physical and online exhibits is another important step and it may also save you time. By retaining the themes and textual information that were used in the physical exhibit, we were able to spend more time on design rather than selection and metadata.

Interactivity between the user and the web site is an important element of web design (Wodtke, 2003). To encourage users to interact and have fun using the John Purdue online exhibit, we used Javascript to present the images in our online exhibit. The particular Javascript tool is called FancyBox (<http://fancybox.net/>). FancyBox is a free tool that displays images in XHTML content by darkening the rest of the web site when a user clicks on a specific image. It is good to keep in mind that such features require more time and knowledge.

Creating the John Purdue online exhibit was a great way to highlight one of the unique col-

lections at ASC and educate a wider audience about John Purdue and his contributions to Purdue University. The experience of building an online exhibit was both satisfying and challenging and is a great way to bring interactivity to archives' web sites.

<http://www.lib.purdue.edu/spcol/johnpurdue/>

#### Works cited

- Morville, P. & Rosenfeld, L. (2007). Information architecture for the world wide web. O'Reilly Media, Inc.: Sebastopol, CA.
- Stielow, F. (2003). Building digital archives, descriptions, and displays: a how-to-do it manual for archivists and librarians. Neal-Shuman publishers, Inc.: New York, NY.
- Wodtke, C. (2003). Information architecture: blueprints for the web. New Riders Publishing: Indianapolis, Indiana.

*by Shauna Borger*

*Digital Collections Coordinator*

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## Your SIA Board 2009-2010



President - Kate Cruikshank,  
Modern Political Papers,  
Indiana University.

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Indiana State Archives.

Jane Gastineau - Lincoln Librarian,  
Lincoln Library, Allen County Public Library.

Newsletter Editor - Beth Swift - Archivist,  
Wabash College.

## Mark your calendars

for the 2010 SIA Annual Meeting on Saturday, March 13. This year we will be in Muncie, Indiana on the first floor of Ball State University's Alexander M. Bracken Library in their Schwarz Digital Complex.

The theme for 2010 is "Back to the Basics." We're hitting on core issues archivists handle every day. Topics of sessions planned include appraisal, Web 2.0, marketing, storing oversized objects, moving collections properly, and the Archivist's Toolkit. Our keynote speaker, Patrick Kelly from InsectsLimited Inc., will discuss pest management for museum, libraries, and archives.

We also will have two tour options on the schedule: a behind-the-scenes tour of BSU Libraries' Archives and Special Collections, and a tour of the BSU Museum of Art. And, as always, there will be tasty snacks, a hearty boxed lunch, and plenty of opportunities to network with your colleagues.

Also, join us for the pre-conference workshop the afternoon of Friday, March 12. We will be covering basics of Dublin Core metadata. There is limited available space for the workshop, so make sure to register early.

Watch for your registration packet, which will be mailed in early February. We look forward to seeing you at the Meeting!

**Surf on over!**



**www.inarchivists.org**

## **Back to the Basics SIA ANNUAL MEETING**

# **March 13**

**Plan to join us at Ball State**

**in March for the great  
sessions and the pleasure  
of the company  
of your archival  
colleagues.**

**See you then!**

## **Archives Web Resources**

**<http://cool.conservation-us.org/>**

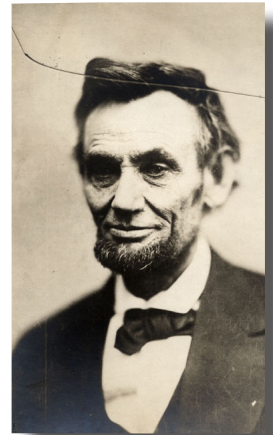
**From the website of the  
Foundation of the American Institute  
for Conservation [FAIC]**

The DistList and Conservation Online (CoOL) were hosted by Stanford University Libraries for over twenty years. In the summer of 2009, Stanford announced that it could no longer support them, but agreed to transfer responsibility to the Foundation of the American Institute for Conservation (FAIC) effective June 19, 2009. CoOL and the DistList have been moved and reconfigured on a private server supported by FAIC.

# Announcements

## Lincoln Goes Digital

When Allen County Public Library took responsibility for housing, preserving, and making accessible the research collection formerly owned by Fort Wayne's Lincoln Museum, the library pledged to "digitize everything." Since "everything" includes over 20,000 books and pamphlets, several thousand photographs, more than 10,000 pages of 19th-century newspapers, and extensive manuscript collections and vertical files, that digitization project is substantial. And it has begun. The first 145 photographs from the collection are on the ACPL website. Most of these images are from the Lincoln Family Album Collection and are photos owned by 4 generations of the Abraham Lincoln family. In addition, over 200 books and pamphlets are accessible online, with more being digitized every day at the Internet Archive facility located at ACPL. The books currently being digitized are editions of books known to have been read by Lincoln and political campaign materials published during the 1860 and 1864 elections. Current digitization is funded by an LSTA grant and by the Friends of the Lincoln Collection in Indiana. To access the growing Lincoln online collection, go to <http://gotobig.com/acpl/lincolncollection/>.



<http://gotobig.com/acpl/lincolncollection/>

## SHRAB ARCHIVAL BASICS WORKSHOPS 2010

Building on the success of the five regional workshops held in February and March 2009, the State Historical Records Advisory Board (SHRAB) is offering a series of five free all-day workshops in 2010. All will be held in Indianapolis. Specifics as to date and location are still being worked out, but the topics will be the following:

Archives I (basics)

Archives II (best practices, policies, digitization, finding aids)

Local Government Records

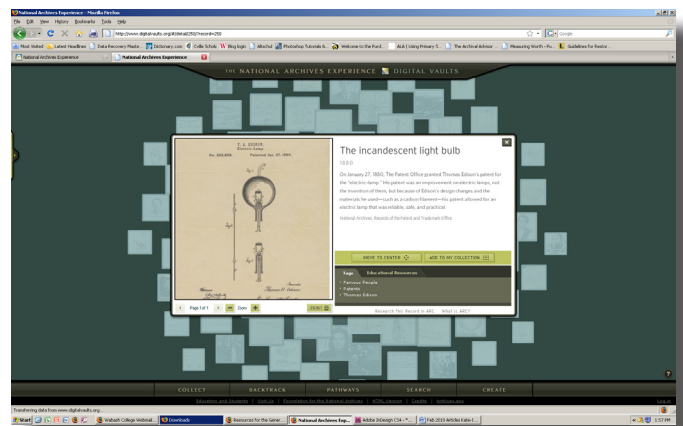
Electronic Records

Preservation/Conservation

Look for details via the SIA listserv list, and alert archival colleagues in your area who may not be members of SIA.

## Just for Fun!

<http://www.digitalvaults.org/>



**Over 1200 fascinating images  
representing a fraction of the holdings  
of the National Archives.**

isolation when the economy improves will be crucial.

At the federal level, the Preserving the American Historical Record Act (PAHR) has been introduced in this new Congress and now has 51 co-sponsors but only one from Indiana, Baron Hill from the 9th district. The bill, H.R. 2256, is well described on the SAA web site at <http://www.archivists.org/pahr/index.asp>. Please take the time to contact your member of Congress and ask that he sign on as a co-sponsor. If you describe it briefly and emphasize its importance to the local historical sites and archives in his district, he may be willing to do so. The more co-sponsors there are, the more likely that the committee reviewing the bill will pass it to the full House of Representatives with a recommendation for passage. Even if passage is not

possible for budgetary reasons, this builds the case for eventual passage when times are better. It's all part of the legislative process, and your support can be important to building that case.

Finally, success in these partnerships and indeed in the future of SIA is going to depend on all of our members being brought into sharing the activities and decision-making within the organization. Our annual meetings have certainly received good reviews from members attending, but there may be ways in which we can work together more than once a year, building an ongoing network of archivists and those who care about archives in Indiana. Consider being a more active part of that by volunteering your name as a nominee to the board of directors. We'd love to have you!

*Kate Cruikshank, President*

## Student Art Contest National Model Aviation Museum

The National Model Aviation Museum will be holding its fourth annual student aviation art contest in April of 2010. Students from Kindergarten through sixth grade are invited to submit entries following the contest's theme, Green Aircraft, in conjunction with the 40th anniversary of Earth Day. Students may enter innovative designs, showing ways that aircraft could be built from environmentally friendly materials or use alternative fuels.

Entries are open to students from Muncie and surrounding towns. All entries will be on display in the Museum's gallery April 10 through May 9, 2010. The response to last year's contest was the largest yet, with 194 entries. Approximately 350 attendees (artists and their family members) came to the premiere opening/awards ceremony. We are excited to see what this year's contestants will produce.

Entries must arrive in person or by mail by 4:00 pm on Saturday, March 27, 2010. The National Model Aviation Museum is located at 5151 E. Memorial Drive, Muncie, IN 47302.

Please visit the Museum's webpage for more information about last year's contest and photographs of artwork at <http://www.modelaircraft.org/museum/contests.aspx>. Updates for this year's contest on the website will be forthcoming.



<http://www.modelaircraft.org/museum/contests.aspx>



# A PARTNERSHIP FOR PRESERVING INDIANA'S HERITAGE

In November, the Indiana State Library asked SIA to join it and five other partners in a proposal to the Institute for Museum and Library Services (IMLS) for a two-year project designed to build a leadership network for furthering preservation of Indiana collections throughout the state. The SIA board accepted the invitation, and we're now waiting for word on the proposal sometime next spring.

The project is an outgrowth of the survey done in 2008 by the Hoosier Heritage Alliance to determine level of training and sound archival practices in repositories of all kinds throughout the state. It will provide small-group, interactive training and guided work through a structured mentorship program to staff from 120 collecting institutions representing archives, local government agencies, historical societies, libraries, and museums statewide. The first year of the project will focus on environmental assessment training, the second on emergency preparedness training, with full-day workshops and an intensive ongoing mentor program both years. The partners will be engaged in designing training objectives and resources, identifying potential program participants, evaluating the success of the program and recommending fine-tuning, and advising consultants doing the actual training. Participants will be engaged through an email network and virtual seminars in sharing the growing knowledge and experiences with each other throughout the two-year period, and they will be creating concrete prod-



ucts, such as a preservation policy in the first year and a disaster plan in the second year, which will be shared with others online. These 120 participants will form the network of expertise upon which an expansion of the program can be built as part of the 2016 celebration of the Indiana Statehood Bicentennial.

SIA members might be involved in this project by recommending possible participants (including themselves), by being part of a working team to articulate goals for the workshops and training, and or/by collaborating in evaluating the success of the program and recommending changes. If funded, this will provide an incomparable opportunity to work with colleagues from several agencies toward our common goals.

In addition to the Indiana State Library and SIA, other partners in the proposal are the Indiana Historical Bureau, the Indiana Library Federation, the Indiana State Archives, the Indiana State Historical Records Advisory Board, and the Indiana State Museum. **For more information on the grant proposal contact Connie Rendfeld ([crendfeld@library.IN.gov](mailto:crendfeld@library.IN.gov)) Kate Cruikshank ([cruiksha@indiana.edu](mailto:cruiksha@indiana.edu)).**

## Purdue Exhibit Opens

### Amelia Earhart: the Aviator, the Advocate and the Icon

Purdue University Libraries, Archives and Special Collections will be offering the exhibit, "Amelia Earhart: the Aviator, the Advocate, and the Icon," from March 1 through May 28, 2010. This exhibit, co-hosted with the Purdue Women's Resource Office, opens in March to coincide with Women's History Month events on campus. Featuring rare historic documents, photographs, and memorabilia, the exhibit will explore Earhart's enduring legacy, chronicling her aviation accomplishments, her work as a role model and careers counselor for students at Purdue, and her advocacy on behalf of women's rights.

The exhibit includes items primarily from Purdue's George Palmer Putnam Collection of Amelia Earhart Papers, which is the world's largest collection of Amelia Earhart papers, photos, memorabilia, and artifacts.

The exhibit is free and open to the public in the Virginia Kelly Karnes Archives and Special Collections Research Center, located on the fourth floor of the Humanities, Social Science and Education Library in Stewart Center. The exhibit will be open Monday through Friday, 9:00 am-4:30 pm.



## HELP CHART OUR COURSE -- JOIN THE SIA LEADERSHIP!

Nominations are now being sought for three positions on the board of directors and for president of SIA. Members of the board of directors serve for a two-year term and are typically required to participate, either in person or by teleconference, in 4-5 board meetings a year. The president will also serve a two-year term, presiding over those meetings and ably assisted by the secretary and past-president. The board has traditionally been actively involved in creation of the annual meeting program, although the leadership for that rests with the vice president.



Committees of the board of directors on which members might serve are the Education Committee, which arranges the fall workshop and the pre-conference workshop for the annual meeting; the Scholarship Committee, which solicits applications for and chooses the recipient of the Thomas Krasean Scholarship for attendance by a student at the annual meeting; the newly formed Web Site Task Force, which is re-evaluating our website's potential; and an ad hoc Infrastructure and Procedures Committee, which is focusing on distributing the work of the board more broadly and documenting procedures so that transitions into leadership are easier for anyone who is interested.

Please don't hesitate to nominate yourself if you are interested in helping chart the course of SIA. You're not asking to be honored, you're asking to join your energies to others who care about SIA. We'd love to be overwhelmed with nominations!

Please send nominations to Kate Cruikshank ([cruiksha@indiana.edu](mailto:cruiksha@indiana.edu)) by February 20.

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## Modern Archives Institute at National Archives

<http://www.archives.gov/preservation/modern-archives-institute/>

June 7 - June 18, 2010

Participants usually have limited archival experience and represent a wide variety of archival repositories, large and small, public and private. Priority is given to persons who work with archives or manuscripts. Managers whose organizations include archival units, persons from other professions who require a basic understanding of archival work, and those who are preparing for a career in archives and manuscripts will be admitted on a space-available basis.

The 2-week program provides an introduction to archival principles and techniques for individuals who work with personal papers, as well as those who work with the records of public and private institutions and organizations. It is intended to help archivists acquire basic knowledge about caring for archival materials and making them available.

The Institute concentrates on the following basic archival functions: \* Acquisition of archival material \* Appraisal and disposition \* Arrangement and description \* Preservation \* Reference and access \* Public programs. Held in Washington, D.C.

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## INTEGRATED FINDING AIDS AT IU-BLOOMINGTON

The Digital Library Program at IU-Bloomington is pleased to announce the launch of its new integrated finding aids site at <http://www.dlib.indiana.edu/collections/findingaids/>

This site includes EAD finding aids from repositories both on and off the IUB campus and offers federated searching across all the repositories included.

# E d u c a t i o n

## **Lyrasis Live Online Preservation Classes**

Caring for Scrapbooks - Feb. 16. \$120 per person.

Developing a Disaster Plan - Feb. 17, with follow-up on Feb. 24 and March 3. \$220 per person.

Understanding Digital Photographs - Feb. 18, \$120 per person For more information or to register, please visit [www.lyrasis.org](http://www.lyrasis.org).

## **Ninth Annual Underground Railroad History Conference**

Feb. 26 through 28

Russell Sage College, Troy, N.Y.

Join with scholars, artists, historians, preservationists, educators, students, community members and others to explore how the forces of gender, class, race and ethnicity have influenced the UGR and movements for freedom that have arisen in its wake.

For more information or to register, please visit [www.ugrworkshop.com](http://www.ugrworkshop.com)

## **CCAHA Collections Care Training Program Series**

The Conservation Center for Art and Historic Artifacts is opening registration for its 2010 Collections Care Training Program. All classes will be held in Philadelphia, Pa.

- Construction of Book Supports - March 10, 9:30 a.m. to 3:30 p.m. \$60 per person.

- Caring for Unusual Formats - April 14, 9:30 a.m. to 3:30 p.m. 50 per person.

- Disaster Planning: Be Prepared! - July 14, 9:30 a.m. to 3:30 p.m. \$50 per person.

For more information or to register, please visit <http://www.ccaha.org/>

## **Care and Identification of Photographs Workshop**

March 13 through 16

Center for Creative Photography at the University of Arizona Libraries Tucson, Ariz.

\$595 per person

This four-day workshop is an introduction to the history, identification and preservation of photographic materials. Participants will acquire hands-on identification skills and learn practical photograph preservation techniques. Using handheld 30x microscopes and a large set of photographic and photomechanical samples, they will learn how a variety of processes were created, why they look the way they do and how they deteriorate.

For more information or to register, please visit <http://gawainweaver.com/workshop/care-id-photos-2010-tucson/>.

## **<http://www.loc.gov/library/>** Excellent resource for librarians and archivists.

Many links to webcasts and links to online catalogs like the Prints & Photographs Online Catalog which can be found at:

**<http://www.loc.gov/rr/print/catalog.html>**

**<http://www.archives.gov/preservation/conservation/>**

Links to sources and documents that are "handy in a hurry." Many government agencies offer conservation/preservation advice at the above two sites.

If you have an event that you would like to add to the next edition of

## **News & Notes**

send it to

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