

# News & Notes

# Society of Indiana Archivists

## 2011 Annual Meeting Back to the Basics II Indianapolis site



**FULL PROGRAM  
DETAILS INSIDE!**

# Letter from the president...

Dear friends,

As SIA has grown and developed since 1972, it has had to make adjustments from time to time. With the passing of time needs change and a vital organization responds to those changes. In its early years, SIA was able to have a fairly simple organizational structure. My friends, Tom Krasean, John Newman and my predecessor at DePauw, David Olson, knew a smaller state and a smaller archives profession. The year 2012 marks the fortieth anniversary of our founding and with those 40 years has come a mature organization striving to meet the needs of a rapidly changing profession.

Since I joined the Board last spring, I have been hearing about the work of past president, Kate Cruikshank, assisted by board member, now Secretary-Treasurer, Jane Gastineau, to bring SIA's Constitution and By-Laws up to date. The Ad-Hoc Committee, as we called it, spent many hours on the project to develop a constitution that both reflects what we now do as an organization and responds to the changes required to keep SIA current. Kate and Jane have provided us with lots to discuss at the past couple board meetings and since then over email. The results are now before you, the membership - a newly revised Constitution and By-Laws that accurately describe what SIA is and does.

Let us review the major changes. The first major change is that the Constitution and By-Laws are now separate documents. The SIA Constitution (sometimes referred to as a charter or articles of organization by other groups) defines what our organization is and why it exists. On the other hand, our By-Laws are a companion document that states the rules by which SIA operates. Keeping the two separate helps us to maintain the differences in purpose for each document.

We are now the Society of Indiana Archivists, Inc. The abbreviation at the end describes our new status as an organization recognized by the Indiana Secretary of State. Next, we have added wording to better describe our purposes and how we handle our records to bring SIA into confor-



Wes Wilson - President SIA and Coordinator for Archives and Special Collections  
DePauw University

mity with IRS tax exempt status requirements. Applying for and receiving IRS tax-exempt status recognition will be an objective for 2011.

Because of the greater demands placed on the office of Secretary-Treasurer in recent years, we have separated the office into the positions of a Secretary and a Treasurer with separate and distinct duties. Speaking of duties, we looked carefully over the elected officers' position descriptions and revised them to reflect what their duties are now. Lastly, standing committees, such as the education and annual meeting committees, are a major part of the operation of SIA, so their corresponding compositions and charges were added to the By-Laws.

That summarizes the changes in the documents, but you will want to look them over, too, before the annual meeting April 1 and 2. It is going to be another terrific meeting. Vice-President, Jackie Shalberg, is taking us Back to the Basics II with sessions on A-V and digital issues. Working closely with Jackie, education committee chair, Alison Stankrauf, and committee members, Jennifer Greene and Anne Thomason have put together an informative pre-conference workshop on preservation and collection assessments. Together it will be an informative event packed into two days at the Indiana Historical Society. And you simply cannot beat the value for your hard-earned archival dollar than an SIA annual meeting. Do not miss this one! See you in Indy in April.

Very truly yours,  
Wesley W. Wilson  
President

# Indiana State Archives

[www.indianadigitalarchives.org](http://www.indianadigitalarchives.org)

## Friends of State Archives hard at work as new records and new databases added

The Indiana Digital Archive is now one year old! This invaluable resource continues to grow thanks to the Friends of the Archives' volunteers. These committed individuals show up week after week, processing records, entering data, assisting with exhibits, displays, and even the technical aspects of data management. In these difficult economic times when all Archives are feeling the tightening grip of budget cuts, the staff at the Indiana State Archives is very grateful for their enthusiastic help.

The Military section of the Digital Archives, which grew tremendously with the uploading of more than 213,000 Civil War soldiers' names last summer, expanded again in the fall. The National Guard records are now available for those soldiers who served between 1897 and 1940. The Early Military Records include the War of 1812, the Battle of Tippecanoe, the Black Hawk War, and officers in the early state militia, now known as the Indiana National Guard.

The Vincennes Land Office index—more than a decade in the making—joins the Fort Wayne and LaPorte –Winamac entries under the Public Land title. These invaluable records for first purchases of land located in Indiana compliment the Bureau of Land Management's online patent search, by providing the original date of purchase. This feature typically places the owner on the property several years earlier than the BLM patents, which only indicate when the patent was signed.

Naturalization records continued to expand during the first year, particularly with the addition of larger counties such as Marion and Saint Joseph. The most recent addition was Shelby County.

Two exciting new databases have been added since the start of the new year. For genealogists the index to the Indiana Girls' School offers



patrons 4,722 names of young women committed between 1873 and 1935. Entries include the girl's name, age, the county from which she was committed, and date of admission. Additional information may be available in the Archives collections, including commitment papers, inmate packets, personal letters, and other paperwork. Photographs of many of the early inmates offer a thrilling reward for descendants finally able to see a grandmother or great-grandmother for the first time. For academic researchers the Girls' School collection is yet another example of the vast collections that fall under the scope of Board of State Charities and Correction (1889-1935). This rich resource is a treasure trove for those studying social history, as it contains the reports, and correspondence between the Board and the various institutions, state schools, and correctional facilities.

The Marion County Bar Admissions database includes a list of over 8,700 attorneys admitted to practice law in the courts of Marion County between September 1822 and early 1980. The database includes those who were admitted to practice on the opening day of the Marion County Circuit Court, September 26, 1822, such as Indiana governor James Whitcomb as well as United States senators James Noble and Oliver H. Smith.

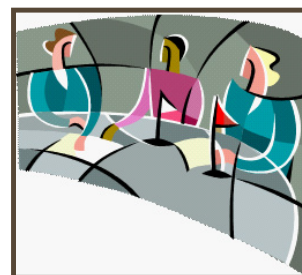
Persons interested in copies of bar admissions recorded in Marion County court order books before 1932 should contact the Marion County Circuit Court Clerk, Microfilm Archive, B-31 City-County Building, Indianapolis, IN 46204, either by telephone at (317) 327-4962, or online at: <http://www.indy.gov/eGov/County/Clerk/Pages/home.aspx>.



# SIA Pre-Conference Workshop

## Focus on Conservation /Preservation Assessments

**April 1, 2011** at the Indiana Historical Society



The 2011 SIA Pre-Conference Workshop will allow attendees the opportunity to hear from a panel of Hoosiers who have had varied experiences with preservation and conservation assessments. The Workshop will be from the point of view of those who have received funding via grants. It will focus on grants dealing with preservation and conservation as well as assessment for long term planning.

First we'll hear from Noraleen Young, owner of Indianapolis-based **Past to Present**. As a consultant, Ms. Young has done several conservation assessments for organizations seeking to preserve their own history. Noraleen will bring interactivity to her talk to allow attendees to see how conservation assessments might happen at their own shops.

After a brief break, we will then hear from Daniel Sarell, Director of **Grouseland**, President William Henry Harrison's mansion in Vincennes. Grouseland was recently a recipient of Preservation Assessment Grant from the National Endowment for the Humanities. Mr. Sarell will talk about receiving this NEH grant and just what it has enabled them to accomplish at Grouseland.

Our third speaker will be Karen Vincent, Director of Collections at **Minnetrista** of Muncie. She will speak about the recent experience of this cultural institution receiving a grant to do a collections assessment, work they've done to assess the historical buildings on their campus, and receiving NEH funding.

The Pre-Conference Workshop will close with the panelists speaking collectively and interactively with the audience about their experiences with assessment of collections and their preservation.

### Schedule:

12:30 - 1:00 p.m.: Check-In, Registration, Networking.

1:00 - 1:15 p.m.: Introduction/Welcome to the Pre- Conference. Introduce yourself to others.

1:20 - 2:15 p.m.: First Speaker--Noraleen Young with interactive exercises.

2:15 - 2:45 p.m.: Break to encourage networking.

2:45 - 3:15 p.m.: Second Speaker: Daniel Sarell of Grouseland.

3:30 - 4:00 p.m.: Third Speaker: Karen Vincent of Minnetrista.

4:00 - 4:30 p.m.: A Panel with All Speakers.

Join us after the workshop for a night on the town for a taste of some of Indianapolis's finest German fare at the unique Rathskeller. (<http://www.rathskeller.com>)

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## *Back to the Basics II*

Planning for the Spring? Save the date!

**Don't forget to add SIA's Annual Meeting  
and Pre-Conference Workshop to your calendar!**

Workshop: Friday, **APRIL 1ST**

Meeting: Saturday, **APRIL 2ND**

**Indiana Historical Society, Indianapolis, IN**

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# SIA Annual Conference

## April 1<sup>st</sup>, 2<sup>nd</sup>

### Back to the Basics II

#### A Return to the Basics



The Board of Directors of the Society of Indiana Archivists is pleased to invite you to attend the 2011 Annual Meeting, and Workshop, held on April 1 and 2. Our host will be the Indiana Historical Society in Indianapolis, Indiana. We are excited to be back holding our sessions at their Eugene and Marilyn Glick Indiana History Center once again. We are also excited to announce we will be offering ACA Recertification credits for both the Workshop (two credits) and Conference (three credits). Please check our website often for updates about possible LEU credits available.

Our program will once again take us back to the daily activities of our job, with more information about audio/visual collections and moving into the digital age with your collections.

There's no fooling you! We will begin with a pre-conference workshop, Assessments for Archives and Historical Collections, on the afternoon of Friday, April Fool's Day. Full workshop details may be found on p.3. Join us after the workshop for a night on the town for a taste of some of Indianapolis's finest German fare at the unique Rathskeller. (<http://www.rathskeller.com>)

On Saturday, April 2, there will be opportunities to learn so much: how to digitize a newspaper collection, what formats are in your recorded sound collections, a breakthrough in EAD implementation, how to handle and care for your fragile photographs and film, allowing publication of your materials, and managing your work as a lone arrangers or in your small repository (a two-part session!)

#### 8:30 am-10:00 am\*

Check-in, registration, and networking with coffee and pastries. (\*Table will remain open through the first session for late registrations and check-ins)

#### 9:00 am-9:50 am: Concurrent Sessions A/B

##### A) Accessing the Past, Preserving for the Future: Digitizing a Newspaper Collection.

IPFW University Archives has begun a project to digitize over fifty years of student newspapers. This presentation will discuss questions and concerns encountered during the project, such as access and preservation needs and how to proceed with limited staff and funding. Other topics will include funding options, copyright issues, in-house vs. outsourced scanning and storage, and metadata requirements. Presenters: Denise Buhr, Information Services and Instruction Librarian, Liaison to College of Visual and Performing Arts and Department of Communication, and Interim University Archivist, and Jennifer Leone, Digital Projects Coordinator, Indiana University-Purdue University, Helmke Library, Fort Wayne

##### Or B) Acetates, Lacquers, and Glass, Oh My!

An Introduction to Recorded Sound Collections. Many archivists, trained to work with paper and 3-dimensional artifacts, find themselves faced with sound recordings within their collections. How can you tell a lacquer disc from a vinyl LP? How do you begin to survey and reserve these items? This session will discuss the many formats in which audio has been recorded over the years, provide you with resources, and warn you about some of the pitfalls to avoid in a sound

preservation project. Presenters: Susan Hooyenga, Sound Directions Project Assistant, Archives of Traditional Music, Indiana University, Bloomington; Lisa Lobdell, Archivist, Michael Feinstein Foundation, Carmel

### **10:00 am - 11:00 am: Plenary Session** **Building Digital Archives Capacity:** **Step by Step**

Developing a systematic program to capture, preserve, and provide access to 'born-digital' materials is arguably the greatest challenge facing many archives and manuscript repositories. In this wideranging talk, Chris Prom will describe a practical method that archivists can use to incrementally build the skills and support needed to become a 'trusted digital repository,' whatever their size or level of funding. The talk will provide examples of effective digital archives programs in 'small' repositories and will describe a set of steps that any archivist can take to become 'e-records savvy'. About the Keynote Speaker: Christopher Prom is the Assistant University Archivist and Associate Professor of Library Administration at the University of Illinois, Urbana, IL. He is a Fellow of the Society of American Archivists, and his talk is based on research he conducted while a Fulbright Scholar at the University of Dundee, Scotland.

### **11:00-11:30 am**

SIA Members' Business Meeting

### **11:30 am-12:50 pm**

Lunch and networking (on your own, either at the Stardust Terrace Café or off-site)

### **Concurrent Sessions C/Tour** **12:50-1:50 pm:**

#### **Tour of Indiana Experience IHS exhibit**

Cost: \$6, paid at Welcome Desk at beginning of tour. Visitors may start viewing exhibit as early as 12:30, latest start time recommended at 12:50.

### **OR 1:00-1:50 pm:**

#### **C) Kicking and Screaming Into the 21st Century: Transforming Legacy Data.**

This presentation is intended for archivists considering or preparing to update legacy data into a data management system or contemplating new archival software. Archival repositories large and small grapple with legacy data in a

number of formats, from paper-based inventories to computer files to archaic archival management systems. As technology and patron expectations have changed, archivists struggle to bring discovery methods into 21st-century web environments. Supported by an NHPRC grant, the Michigan Tech Archives has embarked on a two-year project to improve the description of its historical collections and share more of this information across the web.

Presenters will discuss the goals of the program, the grant application and software evaluation and selection process, and the implementation of the cataloging project, highlighting the successes, challenges, and practical lessons learned by engaging in a project of this scope. Presenters: Julie Blair, Assistant Archivist, and Beth Russell, Project Cataloging Archivist, MTU Archives & Copper Country Historical Collections, J.R. Van Pelt and Opie Library, Michigan Technological University, Houghton, MI

### **Concurrent Sessions D1/E** **2:00-2:50pm**

#### **D1) The Balancing Act in a Small Shop** **Part 1**

This session is a two-parter, starting at 2:00 pm and continuing again after the break at 3:00. Presenters will discuss management strategies for those who work as lone arrangers or in small repositories. The speakers will share successful strategies used to balance traditional core archival duties – reference, processing, and preservation – with the necessary skills required to remain relevant in the information age – outreach, donor relations, and digital asset management. Presenters: Alison Stankrauff, Archivist and Assistant Librarian, Franklin D. Schurz Library, Indiana University South Bend; Jennifer Greene, Archives & Reference Librarian at University of Southern Indiana, Evansville; Anne Thomason, Assistant Archivist, Earlham College Archives, Richmond; Colleen McFarland, Archivist, Mennonite Church USA, Goshen

#### **Or E) Time's Relentless Melt: Care and Handling of Photographs and Film**

For nearly 200 years, photographs have been a popular and evocative means of communication, documentation, and artistic expression; as



a result, photographic materials are a vital component of most archival collections. The complex physical and chemical structures of photographic materials—including prints, negatives, microforms, and motion picture films—present unique preservation challenges for archivists. This session will provide information on the material structure of photographic formats, discuss their particular vulnerabilities to deterioration, and offer tips for handling, storing, and caring for the range of photographic materials in your collections. Presenter: Stephanie Gowler, Conservator, Indiana State Library, Indiana Commission on Public Records, Indianapolis

**2:50 pm-3:00 pm**

Cookie Break/Networking

**3:00 pm-3:50 pm**

**Concurrent Sessions D2/F**

### **D2) The Balancing Act - Part 2**

A continuation of strategies used to balance traditional core archival duties with the necessary skills required to remain relevant in the information age. Presenters: Alison Stankrauff, Archivist and Assistant Librarian, Franklin D. Schurz Library, Indiana University South Bend; Jennifer Greene, Archives & Reference Librarian at University of Southern Indiana, Evansville; Anne Thomason, Assistant Archivist, Earlham College Archives, Richmond; Colleen McFarland, Archivist, Mennonite Church USA, Goshen.

### **Or F) Navigating Permission to Publish Requests**

Setting up an approval process for allowing publication of your archival materials can be a very challenging and ambiguous process. However, archives are moving more and more into digitization and capturing born digital items and as a result, it is becoming increasingly more common for an archives to receive requests to publish their materials. This session will discuss the many steps of negotiating permission to publish requests: identifying item's copyright, analyzing how the image will be used, working with legal counsel or copyright librarians to draft a permission to publish contract, deciding on appropriate fees, and documenting each image request. Presenter: Shauna Borger, Digital Collections Coordinator, Purdue Libraries, Archives, and Special Collections, West Lafayette.

Please plan to travel to Indianapolis in April for another great annual meeting. We look forward to seeing you.

We want to give a special thanks to the Indiana Historical Society for generously allowing us the use of their facility for this annual meeting.

**For registration forms and more - head to**

**[www.inarchivists.org](http://www.inarchivists.org)**



## **Your SIA Governing Board Working hard for you!**

**President - Wes Wilson, Coordinator, Archives and Special Collections, DePauw University**

**Vice President - Jackie Shalberg, Archivist/Assistant Historian, National Model Aviation Museum**

**Secretary-Treasurer - Jane E. Gastineau, Lincoln Librarian, Allen County Public Library**

**Past President - Kate Cruikshank, Political Papers Specialist, Indiana University Libraries**

**Board Member - Alison Stankrauff, Archivist and Assistant Librarian, Franklin D. Schurz Library  
Indiana University South Bend**

**Board Member - Michael Vetman, Indiana State Archives**

**Board Member - Noraleen A. Young, CA Consulting Archivist**

**Web Editor - Shauna Borger, Digital Collections Coordinator, Purdue Libraries, Archives and Special Collections**

**Newsletter Editor - Beth Swift, Archivist, Wabash College**

# Announcements

## Society of Indiana Archivists 2011 Annual Meeting Scholarship

The Society of Indiana Archivists will award the Krasean Memorial Scholarship for an individual to attend the SIA annual meeting April 2 at the Indiana Historical Society in Indianapolis. The recipient will be awarded \$125.00 towards hotel and travel expenses and registration for the meeting. The deadline for scholarship applications is March 15, 2011.

Eligibility for the scholarship: Must be a student or a recent graduate from an MLS, MA in history, MA in museum studies program, or a related field, with three or fewer years of post graduate work experience.

To apply: Write a statement of interest (250 to 400 words) about why you want to attend this annual meeting and how it would benefit you. Include in your statement a brief outline of your archival education and work history, and a description of your long-term professional goals. Also include your contact information (name, mailing address, phone, e-mail address) and contact information for your institution or employer. Send the statement via mail to Michael Vetman (mvetman@icpr.in.gov), Indiana State Archives, 6440 E 30th St, Indianapolis, IN 46219 or to Carol A. Street, Archivist for Architectural Records, University Libraries, Ball State University, Muncie, Indiana 47306 or CAAStreet@bsu.edu

**Alison Stankrauff**, Archivist and Assistant Librarian, Franklin D. Schurz Library, Indiana University South Bend has been working with the Jewish Federation of St. Joseph Valley to assist them as they build their own archives from their historic holdings. She will be presenting a session at the Society of American Archivists (SAA) annual conference in August. Also for SAA, she has had a case study accepted for publication in a book to come out later this year concentrating on reference in a solo – or ‘lone arranger’ – archives. She will also have a book review published in an upcoming issue of Midwest Archives Conference’s journal, *Archival Issues*.

## Girls’ School Index available on-line

INDIANAPOLIS (February 14, 2011) – The nationally-renowned Indiana Digital Archives has made available another resource for historians, researchers and anyone else interested in our state’s heritage. The Indiana State Archives has added the names of 4,722 Indiana Girls’ School inmates and other vital information on young female offenders at the Girls’ School. Beginning on September 12, 1873, the available index of admissions is complete through 1935. Names of juvenile females admitted between 1936 and 1984 are not online for reasons of confidentiality. Researchers can contact the Indiana State Archives at [arc@icpr.IN.gov](mailto:arc@icpr.IN.gov) to determine if a record exists for girls admitted after 1935.

Originally housed with adult female offenders at the Reform School for Girls and Women’s Prison in Indianapolis, a separate institution was created in 1899 and was known as the Indiana Industrial School for Girls. The facility was renamed the Indiana Girls’ School in 1907 and moved to a new campus at Clermont in Marion County.

Indexed records may include the girl’s name, age, the county from which she was committed, dates of admission and discharge, and other information. There is additional information available on many of the inmates at the Indiana State Archives, including commitment papers, inmate packets, personal letters, and other paperwork. Photographs may be available of many of the early inmates, offering a thrilling reward for descendants finally able to see a grandparent or great-grandparent for the first time.

Researchers can view the Indiana Girls’ School index and many other popular Indiana State Archives collections through the Indiana Digital Archives. Friends of the Indiana State Archives volunteers have been hard at work for more than nearly two decades creating indices for many of the state’s records. The Digital Archives enables Hoosiers and citizens worldwide to view the vast collection of historical and vital records housed at the State Archives.





Picture Le Roy Bechler and Sunday school courtesy of Mennonite Church USA Archives – Goshen

## New collections added to Mennonite USA Archives - Goshen

by Colleen McFarland, Archivist, Mennonite Church USA - Goshen, Indiana

This fall, the Mennonite Church USA Archives – Goshen acquired two manuscript collections documenting race and gender in the mid- to late 20th century Mennonite Church.

The Emma Richards Papers, 1958-2004, document the calling and career of the first ordained Mennonite woman pastor. Richards's ordination began as a grass-roots movement in Lombard Mennonite Church (Lombard, Illinois), the congregation pastored by her husband, Joe Richards. Recognizing both Emma Richards's talents and Joe Richards's need for additional ministerial support, the congregation called Emma Richards to serve as a co-pastor with her husband in 1971. This set into motion a comprehensive and sometimes contentious discernment process in the Illinois Mennonite Conference that ultimately led to Richards's ordination in 1973. The Emma Richards Papers consist of sermons and correspondence and subject files that provide insight into both the administrative and spiritual aspects of her service in the Mennonite Church.

The Le Roy Bechler Papers, 1950-2010, elucidate the history of African American Men-

nonite congregations in mid-century America. While the Mennonite Church's ministry to African Americans began in the 1890s, African American church membership remained low for decades. Bechler devoted his career to urban church planting and pastoring a growing African American Mennonite community. His correspondence files, which comprise the bulk of his papers, hold over 40 years of dialogue among white Mennonite mission workers and African American Mennonite leaders. Of particular interest is Bechler's correspondence with James Lark, the first African American ordained minister in the Mennonite Church (1946) and the first African American Mennonite bishop (1954).

For more information about these papers, please consult the online finding aids accessible at <http://mla.bethelks.edu/archon/>.

### Got news?

Do you have an exhibit upcoming?  
Promotion? Retirement? Grant funding?  
**Share it!**

Submit your article to News and Notes,  
along with an image by  
e-mailing to [swiftb@wabash.edu](mailto:swiftb@wabash.edu)



## "Team Archives" -- Campus Archivist mentors future librarians

by Julie Elliott, IU South Bend

Since Campus Archivist Alison Stankrauff started at IU South Bend in the fall of 2004, Archives and Special Collections at the Schurz Library has grown into a dynamic repository for campus and local history. A key component to Stankrauff's success has been her mentoring skill—working with student workers, interns, and volunteers, she has created a strong "Team Archives" who gain experience in the field of archival administration and librarianship while working with important campus and local history.

The current group of "Team Archives" are Heidi Armstrong-Ingram, Josh Crain, Brittan Griffith, Susan Jacobs, Christie Pierce, and James Facer. Facer is a librarian at Mishawaka Public Library and Jacobs is a recent IU South Bend graduate currently taking MLS courses at Wayne State University. The others are all IU South Bend students with an interest in a career in archives or librarianship.

Not all of the students who have worked for Stankrauff began with an interest in archives or librarianship, but all have been inspired by working with the collections and through her mentoring.

"Prior to working in the archives, I had a limited idea what archives were and limited understanding of the profession in general," said Jacobs, who is now in a MLS program with an archival studies concentration. "It was love at first sight. My hope is to have Alison's job at a similar institution."

Stankrauff takes her role as a mentor and intern supervisor seriously, providing the students with professional literature and postings for scholarship and service opportunities.

"I also really like to talk about the profession with them," she said. "I like to pass on my enthusiasm for the archival profession with them and share with them some 'insider's knowledge' I've picked up along the way."

The thriving intern program happened by chance in the summer of 2009, when Theresa Barnett, a previous member of "Team Archives" contacted Stankrauff through the History de-



Image of Schurz Library from <http://www.iusb.edu/about/>

partment with a need to do an internship with an area history repository. Barnett worked with Stankrauff until the fall of 2010, when she transferred to IU Bloomington. Armstrong-Ingram and Crain are currently on internships through the history department and Griffith is an intern through Women's Studies. In exchange for course credit, the interns receive valuable experience processing archival material, not just in minor tasks, but in learning more in-depth archival work.

"I find myself often asking them how they think a collection ought to be processed, organized, named, etc.," said Stankrauff. "Meaning, I see their opinions as just as important as mine. Especially as they're working directly with the collections at hand and know the records intimately. I want them to feel a sense of ownership for their work."

"She has taught me so much both by answering questions and having conversations and by letting me fumble through the actual work," said Jacobs, who among various collections has been active in processing the Raclin School of the Arts collection. "She is always interested in ideas and feedback as well as implementing new things and passing on information on all subjects archival when she comes across them."

Each member of "Team Archives" is working on processing an archival project with deep importance to the campus. Armstrong-Ingram is working on re-organizing the records of the divisions on campus and will next be working on an archive of Library-related materials (from its Northside Hall beginnings to the present); Crain is working on processing the Office of Communications and Marketing Collection—a large collection featuring numerous multimedia formats. Griffith, a Women's Studies major, is processing the Dr. Gloria Kauffman Collection, a collection of materials from the professor who helped pioneer the Women's Studies program on



campus (previously Griffith worked on processing the Student Government Association Collection); Pierce has been working on additions and improvements to the finding aid for the Athletics Collection. Jacobs is described by Stankrauff as a “Jane of all trades” processing where needed and answering archival reference questions; and Facer was the last of Stankrauff’s volunteers to complete the processing of the Chancellor Lester Wolfson Collection – the largest collection in the IU South Bend Archives and the main resource for the recent Wolfson Press book *A Campus Becoming: Lester M. Wolfson and Indiana University South Bend, 1964-1987*. Facer is currently processing the Academic Senate Collection.

While the students have found the experience on “Team Archives” useful in building their resume toward a career in libraries, they have also learned valuable lessons about primary documents and understanding history on a very local level.

“Both archives projects that I’ve worked on so far (SGA and Gloria Kauffman) have shown me literally the beginnings of the Women’s Stud-

ies program and the Student Government Association,” said Griffith. “It has brought so many pasts to light that I can honestly understand from the past why these programs are still intact and running strong on this campus to this day.”

The students also appreciate her enthusiasm for the work.

“She loves her job and her passion is contagious,” said Crain.

“Alison has been a great teacher,” continues Armstrong-Ingram. “I truly value what she has taught me. Working in Archives for Alison has been a great experience and one I would recommend to anyone who loves history or may be thinking of a career in archives.”

Stankrauff is always interested in more interns and volunteers in archives. “I will turn no one away,” she said. She does encourage students interested in working in archives to work with their major to earn course credit for their work.

Anyone interested in interning or volunteering in archives should contact Stankrauff at [astankra@iusb.edu](mailto:astankra@iusb.edu) or 574-520-4392.

## Need a little help?

### *National Association of Government Archivists and Records Administrators (NAGARA)*

Their library contains dozens of publications on numerous topics

[www.nagaresources.org/index.php?page=library](http://www.nagaresources.org/index.php?page=library)

### *American Institute for Conservation of Historic and Artistic Works*

Site includes the “Find a Conservator” searchable database

[www.conservation-us.org/](http://www.conservation-us.org/)

### *Image Permanence Institute*

Online Dew Point Calculator shows the relationship between temp and humidity and the effect on collections

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



## Links



## Just for fun!

### *Library of Congress*

Today in History with primary sources

<http://memory.loc.gov/ammem/today/today.html>

### *Global Museum*

Fascinating articles gathered from all over the globe. Click on their links page for some truly interesting sites

<http://www.globalmuseum.org>



# — END NOTES —

## Archival training and scholarship offered

The 25th annual Western Archives Institute will be held at U.C. Berkeley in Berkeley, California, July 10 – 22, 2011. The Western Archives Institute is an intensive, two-week program that provides integrated instruction in basic archival practices to individuals with a variety of backgrounds, including those whose jobs require a fundamental understanding of archival skills, but who have little or no previous archives education; those who have expanding responsibility for archival materials; those who are practicing archivists but have not received formal instruction; and those who demonstrate a commitment to an archival career.

The Institute also features site visits to historical records repositories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, outreach programs, and managing archival programs and institutions.

Dr. David Gracy has graciously agreed to serve as Principal Faculty Member for the 2011 Institute. Gracy is the Governor Bill Daniel Professor in Archival Enterprise, University of Texas at Austin School of Information. Dr. Gracy worked in the Texas State Archives and University of Texas Archives before becoming Archivist, Southern Labor Archives, Georgia State University, and then Director, Texas State Archives. He is a former President of both the Society of American Archivists and the Academy of Certified Archivists, and a Fellow of the Texas State Historical Association. Dr. Gracy's research interests include the history of archival enterprise, of archives and libraries in Texas, and of the information domain. He is the author of *Archives and Manuscripts: Arrangement and*

*Description; of The State Library and Archives of Texas: A History, 1835-1962, and of Moses Austin: His Life.* This will be the fifth time Gracy has served as Principal Faculty Member of the Western Archives Institute.

Tuition for the Institute is \$700 and includes a selection of archival publications. Other non-negotiable fees including program transportation, facility fees, opening dinner, and luncheon at the closing program will be available in early February. Housing and meal plans are available at additional cost.

The application deadline for the 2011 Western Archives Institute is April 1, 2011. For additional program information, see <http://www.calarchivists.org/Default.aspx?pageId=704191>, or contact:

Administrator, Western Archives Institute,  
1020 O Street, Sacramento, CA 95814, Telephone: 916/653-7715, Fax: 916/653-7134, E-mail: [ArchivesWeb@sos.ca.gov](mailto:ArchivesWeb@sos.ca.gov).

The Western Archives Institute is co-sponsored by the Society of California Archivists and the California State Archives.

The application package is available on the California State Archives web site at <http://www.sos.ca.gov/archives/wai/>, and on the Society of California Archivists web site at <http://www.calarchivists.org/Default.aspx?pageId=704191>.

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