Society of Indiana Archivists Annual Meeting

March 12-13, 2010

Ball State University Libraries
Muncie, Indiana

Schwartz Digital Complex
Courtesu Ball State Universitu Libraries

Bracken Library
Courtesy Ball State University Libraries

Dear Fellow Archivists,

The executive board of the Society of Indiana Archivists is pleased to invite you to attend the 2010 Annual Meeting, and Workshop, held on March 12 and 13. Our host will be Ball State University Libraries in Muncie, Indiana. We are looking forward to holding our sessions in their new tech-savvy Schwarz Digital Complex.

This year's meeting theme is "Back to the Basics." Our program will bring us back to the daily activities of our job, go in-depth on important topics of today, and bring us closer together as we increase our skills in archives through engaging discussions, brainstorming, and hands-on activities.

We will begin with a pre-conference workshop on the afternoon of Friday, March 12. *Digitization for Archives: Providing Access and Preserving Assets*, conducted by staff from the Ball State University's Digital Media Repository, will cover topics such as project planning, the digitization and imaging process, and metadata creation. Join us after the workshop for a fun night on the town at one of the local dining haunts. (We will save the location as a surprise.)

On Saturday, March 13, we will be delving into informative and inspiring sessions, focusing on the practical applications of the various topics. We will be learning many how-to's: deciding what to bring into our institutions, moving archives properly, preserving architectural records, and much, much more. We will also offer two chances to get a behind-the-scenes tour of BSU Libraries' Archives and Special Collections in the morning.

Our keynote speaker, Patrick Kelley, Vice President of Insects Limited, Inc., will discuss pest and mold management in our collections, giving us an edge in the fight against these detrimental problems.

Please plan to travel to Muncie this March for an exciting and unforgettable annual meeting. We look forward to seeing you.

The SIA Executive Board
www.inarchivists.org

We want to give special thanks to Ball State University Libraries for the generous use of their lovely facility for this annual meeting.

University Libraries
A destination for research, learning, and friends

Society of Indiana Archivists Annual Meeting Schedule
March 12-13, 2010
Ball State University, Bracken Library, Muncie, Indiana

Day 1: Pre-Conference Workshop:
Friday, March 12

12:30pm–5:00pm: Digitization for Archives: Providing Access and Preserving Assets: This workshop will provide a professional development opportunity for archivists to learn about basic and intermediate digitization practices and standards. Drawing examples from Ball State University's Digital Media Repository (http://libx.bsu.edu), how to plan and implement digital projects will be demonstrated. Topics to be explored include, but are not limited to;
   * Project Planning
   * Digitization and Image Processing
   * Metadata

Participants will leave with an understanding of the fundamental concepts of digitization and knowledge of the relevant best practices for building a successful digital collection. Attendees are also invited to bring specific examples from their own collections (original artifacts or digital/photographic copies if too rare/fragile for travel) to further the discussion.

Presenters: *James Bradley, Head of Metadata & Digital Initiatives; Amanda Hurford, Digital Initiatives Multimedia Developer; and Blake Steiner, Metadata & Digital Initiatives Developer, Ball State University.*

Registration limited to 35. Please sign up as soon as possible. Special Fee: $10.00

6:00pm–8:00pm: Dinner outing for networking and fun

Day 2: Conference
Saturday, March 13

8:00am-8:55am: Coffee, refreshments, late registration, networking

9:00am-9:50am: Concurrent Sessions A

A1) Moving Experiences; or, How to Move a Lot of Stuff without Losing Anything (Including Your Mind): As anyone who has ever loaded a U-Haul will attest, moving is stressful. Moving an entire archives or special collection ratchets that stress level right off the charts. This session will briefly examine two moving experiences—the Indiana Historical Society's library move from the State Library Building to the Glick Indiana History Center in 1999 and the move of The Lincoln Museum's research collection to Allen County Public Library in 2009—and present some "dos," "don'ts," and "probably should haves" to assure that your collection (and you) arrive intact at your new facility. Bring your own moving experiences, questions, concerns, and worst nightmares for discussion.

Presenters: *Jane E. Gastineau, Lincoln Librarian, Lincoln Library, Allen County Public Library, Fort Wayne; Paul Brockman, Director of Manuscript and Visual Collections, Indiana Historical Society, Eugene and Marilyn Glick Indiana History Center*

A2) Behind-the-Scenes Tour: BSU Libraries Archives and Special Collections *(Registration limited to 15)*

10:00am-10:50am: Concurrent Sessions B

B1) Making it Work: EAD in Smaller Institutions: Encoded Archival Description has been around in the Archives field for more than 10 years now, but most small and medium-sized archives have not yet adopted it. In most cases, the reason has to do with a lack of resources – time, money, or both. Out-sourcing the conversion of finding aids to EAD is expensive, and the archivist seldom has the time to learn all that is required to begin creating EAD finding aids. Partnering with library and other IT staff members can make the difference. At DePauw University, archives staff worked closely with the library's technology coordinator and cataloger, and as members of the digital library planning

group, realized a breakthrough in EAD implementation.

Presenters: *Sherri Parker, Coordinator of Library Technology, DePauw University; Wesley Wilson, Coordinator of Archives and Special Collections, DePauw University*

B2) Behind-the-Scenes Tour: BSU Libraries Archives and Special Collections *(Registration limited to 15)*

11:00am-12:00pm: SIA Members' Business Meeting

12:00pm-12:30pm: Lunch and networking *(Box lunch included in registration cost, guaranteed if register early)*

12:30pm-1:30pm Plenary Session: Light, humidity, pest activity, and mold are the major contributors of deterioration and decay of museum collections and archives. All of these factors are interrelated as important parts of an Integrated Pest Management (IPM) program. In this plenary session, Pat Kelley will discuss what it takes to protect our documentary heritage from these detrimental factors. Pest and mold identification, as well as examples of damage and means of treatment will be shared and discussed.

Keynote Speaker: *Patrick Kelley is an entomologist and pest management specialist with 24 years of field experience and research. Since 1994, he has specialized in Integrated Pest Management (IPM) in museums, libraries, and herbaria. Pat is the Vice President of Insects Limited, Inc.*

1:40pm-2:30pm: Concurrent Sessions C
C1) What to Keep and What to Throw Away: A How-To of Appraisal: Archivists often say that "stuff" is the "junk" that they keep, and "junk" is the "stuff" that they don't keep. So how do archivists decide what is "stuff" and what is "junk"? This session will provide an opportunity to learn about the archival art of appraisal. Participants will handle archival collections that are old and new, unique and commonplace, as they learn about the factors that go into deciding what to keep and what to throw away, shaping the historical record forever.

Presenters: *Brenda Burk, Philanthropic Studies Archivist; Todd Daniels-Howell, Interim Associate Director of Administration, IUPUI University Library*

C2) Back to the Drawing Board: The Basics of Preserving Architectural Records: Architectural design records are important historical documents that often prove to be a preservation challenge for archivists due to their large size and fragile nature. To make matters worse, these records typically arrive at the archive dirty and tightly rolled, making them even more difficult to handle and store. This hands-on session will show you how to clean, flatten, and store the architectural records in your collection.

Presenter: *Carol Street, Archivist for Architectural Records at Ball State University Libraries' Drawings and Documents Archive*

2:30pm-2:50pm: Snack Break/Networking

2:50pm-3:40pm: Concurrent Sessions D
D1) The New Final Frontier: Archives and Web 2.0 Applications: With today's focus on digitizing collections and exposing hidden special collections through whittling down the backlog, archivists are busier than ever before. Keeping up with changes in technology can seem overwhelming with so much to do. Yet as more and more users turn to Web 2.0 tools for increased interaction with collections, whether through social tagging, blogging, or creative reuse of online collections, it is important for archivists to be prepared to provide services and access to collections in new ways, to meet users where they are. Come for an open discussion of the pros and cons of archivists using Web 2.0. We want to hear your ideas, suggestions, and concerns for meeting user needs in a changing environment.

Presenters: *Dina M Kellams, Associate Archivist at Indiana University Archives; Sammie L. Morris, Assistant Professor of Library Science, Purdue University*

D2) Outreach and Advocacy in a Small Shop: Beth Swift, Archivist of Wabash College, will discuss the benefits of outreach and advocacy for small archives. This is one small archives' story of a successful outreach program on a shoestring budget.

Presenter: *Beth Swift, Archivist, Wabash College*

Meeting Location & Accommodations

Bracken Library is located on the campus of Ball State University in Muncie, Indiana

Map of Ball State University and Bracken library:
http://www.bsu.edu/directory/buildings/default.asp?buildingcode=BL

For driving directions, go to: http://www.bsu.edu/map/article/0,,32192--,00.html

We recommend parking in the Emens parking lot east of the library. Map of parking lot:
http://www.bsu.edu/directory/buildings/default.asp?buildingcode=NP

Parking on Campus

There is limited parking on the streets surrounding the University. Parking in the visitor's area (top floor) at the Emens parking lot is $1.00 per hour, Monday – Friday, until 7pm. At the time of this printing, this same area is free on weekends. For questions about parking, please contact Parking Services, Monday-Friday, 7:30am-5:00pm, at (765) 285-1208, or by email at parking@bsu.edu. Please follow directions on signs in all Ball State University parking areas.

Hotel Accommodations near Ball State:

Best Western
3011 West Bethel Avenue
Muncie IN 47304
765-282-0600

Days Inn
3509 N Everbrook Lane
Muncie, IN 47304
765-288-2311

Signature Inn
3400 North Chadam Lane
Muncie IN 47304
765-284-4200

For more hotel choices, please see the Muncie Visitors Bureau website at:
http://www.munciecvb.org/images/uploads/lodging.pdf

Help Us Plan the Annual Meeting

Please indicate with a check mark which session or event you will be attending, and your dining choices; it helps us determine room size and seating allocations. A list with the locations of the sessions will be included in the packet that you will receive at the conference.

Friday, March 12

12:30pm–5:00pm

☐ Pre-Conference Workshop: Digitization for Archives: Providing Access and Preserving Assets ($10 special fee)

6:00pm–8:00pm

☐ Dinner Outing (to be revealed at workshop)

Saturday, March 13

8:00am–8:55am

☐ Continental Breakfast and Registration

9:00am–9:50am *Concurrent Sessions A – Please chose one session*

☐ A1. Moving Experiences; or, How to Move…
☐ A2. Behind-the-Scenes Tour *(Free, Registration limited to 15)*

10:00am–10:50am *Concurrent Sessions B – Please chose one session*

☐ B1. Making it Work: EAD in Smaller Institutions:
☐ B2. Behind-the-Scenes Tour *(Free, Registration limited to 15)*

11:00am–12:00pm

☐ SIA Members' Business Meeting

12:00pm–12:30pm

☐ Lunch *(Included in cost of registration. Please note that lunch cannot be guaranteed for walk-in registrants.)*
   Mark you choice: Vegetarian _____ Non-Vegetarian _____

12:30pm–1:30pm

☐ Plenary Session

1:40pm–2:30pm *Concurrent Sessions C – Please chose one session*

☐ C1. What to Keep and What to Throw Away: A How-To of Appraisal
☐ C2. Back to the Drawing Board: The Basics of Preserving Architectural Records

2:30pm–2:50pm

☐ Snack Break/Networking

2:50pm–3:40pm *Concurrent Sessions D – Please chose one session*

☐ D1. The New Final Frontier: Archives and Web 2.0 Applications
☐ D2. Outreach and Advocacy in a Small Shop

Society of Indiana Archivists
2010 Annual Meeting Registration Form
Please Print or Type

Name: _____

Affiliation: _____

Address: _____

City: _____State: _____Zip: _____

Email: _____Phone: _____ Fax: _____

Number_(_____)_____ Email_____

_____

REGISTRATION FEES

Must be received by March 8th! After March 8th, registration must be completed on site.

Registration (*Includes conference sessions, continental breakfast, box lunch, and refreshment breaks*):
If postmarked by March 5:

    SIA Member Advanced Registration $25_____

    Non-Member Advance Registration *Cost includes 1-year membership* $35_____

    Student *Must include photocopy of current Student ID, cost includes 1-year membership* $15_____

If postmarked after March 5, or on-site registration:

    SIA Member $40_____

    Non-member *Cost includes 1-year membership* $50_____

    Student *Must include copy of current Student ID, cost includes 1-year membership* $25_____

Workshop *Open to the first 35 registrants, fees include course and refreshments* $10_____

Donation *To help defray SIA meeting costs* $_____

Already an SIA Member? *Renew Your Membership Now for 2010* $10_____

TOTAL ENCLOSED **$_____**

_____

Please make your check payable to: **Society of Indiana Archivists**
Mail your check and this form to:
Jacqueline Shalberg, SIA Program Chair, National Model Aviation Museum, Academy of Model Aeronautics, 5151 E. Memorial Drive, Muncie, IN 47302

All registrants will receive an acknowledgment of their registration.