

the montana archivist



Adrienne Evans

2013 Student Archivist Program

From June to August of this year two Montana Heritage institutions received some much needed assistance with collection processing, training, cataloging and all things archives. The Montana Heritage Museum of Libby and the Marcus Daly Archives (within the Copper Village Museum and Arts Center) in Anaconda were each recipients of the 2013 Student Archivist Program assistance awards. The Program, funded by NHPRC (National Historic Publication and Records Committee) and coordinated by the Montana SHRAB, joins a graduate student in archival studies with a Montana institution in need of assistance and training. The program lasts ten weeks in which the student resides in the community and works in the facility full time working on projects defined by the institution. Adrienne Evans, from the University of Wisconsin at Milwaukee was placed with

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Upcoming Events, Conferences and Training Opportunities

March 19-22, 2014

Helena, Museums Association of Montana Annual Conference

April 9-12, 2014

Billings, Montana Library Association Annual Conference

May 29-31, 2014

Spokane, WA, Northwest Archivists Annual Conference

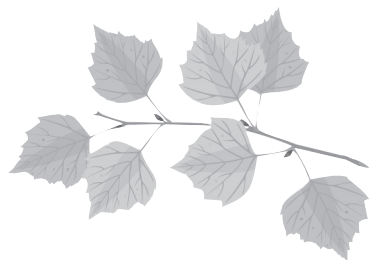
the folks in Libby, and Trent Purdy, from the University of Arizona, Phoenix was placed with the folks in Anaconda.

Over the course of her stay Adrienne processed six collections, worked on establishing some policies and procedures, worked with local volunteers on the Past Perfect database, and presented a workshop on photograph preservation. Laurie Mari, Director and Mary Hebenstreit, Archives Coordinator, each worked with Adrienne and felt the experience was very positive....”Adrienne was able to clear up much of our backlog and share some of her knowledge of archival preservation and procedures....We wish her well in her future endeavors. We are extremely grateful to the SHRAB for this opportunity!”

Trent Purdy’s work with the Marcus Daly Archives centered on the massive Anaconda Mining Company

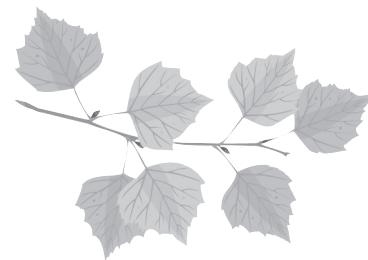
Records. During his nine week stay, Trent created an extensive inventory for the important collection...a collection that includes not only correspondence, reports, financial records and employment records, but also maps and photographs. The collection was rehoused as needed and moved from its various locations in to a single area for ease of retrieval. Trent was also able to give presentations on the importance of the collection. In describing his experience Trent stated: “I was thrilled to be awarded the SHRAB internship at the MDA. I feel the experience provided me skills that will allow me to flourish in the archives profession.”

If these experiences sound good to you... you could be the next host institution! Just look for the applications for 2014 to participate in the Student Archivist Program in the next issue of Montana Archivist. For more information contact Jodie Foley at jfoley@mt.gov or 444-7482.



OCTOBER

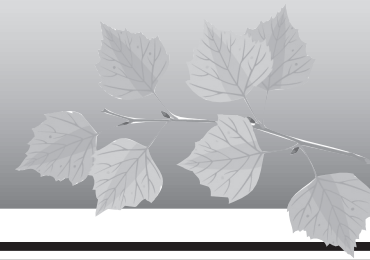
is Archives Month



All over the country Archives are gearing up to celebrate Archives Month.

Archives are holding open houses, hosting historical treasure hunts, giving workshops, writing blogs and much, much more. Be sure to let folks know the great work you do and how they can get involved! For more ideas see <http://www2.archivists.org/initiatives/american-archives-month/american-archives-month-2012>

On the national level the Society of American Archivists is focusing its public awareness efforts on the campaign-I Found It In The Archives!-which reaches out to archives users nationwide to share their stories about what they found in the archives that has made a difference in their lives. (To read more about participating in this initiative, see <http://www2.archivists.org/i-found-it>.)



Upcoming Events, Conferences and Training Opportunities



Winter and Spring

2014

Museums Association of Montana Annual Meeting **March 19– 22, 2014, Helena, MT**

“Museum with a “Capitol” M: Capitalizing on Our Heritage”

Montana Library Association Annual Conference **April 9-12, 2014, Billings, MT**

Northwest Archivists Annual Conference **May 29-31, 2014, Spokane, WA**

“Moving Forward: Reaching New Audiences with the Past”

Modern Archives Institute **January 27-February 7, 2014**

The National Archives and Records Administration, in cooperation with the Library of Congress, presents two sessions of the Modern Archives Institute each year. The institute takes place in Washington D.C. The two-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. Scholarships available.

For more information see website at:
www.archives.gov/preservation/modern-archives-institute/

Society of American Archivists (SAA)

The SAA offers continuing education: fall and winter offerings online and in the Western states include:

10/21/2013 Copyright Issues for Digital Archives #1456
Seattle, WA

10/21/2013 – 10/21/2014 Arrangement and Description of Electronic Records, Part II #1461 **Laramie, WY**

10/22/2013 Digital Curation: Creating an Environment for Success #1439 **Albuquerque, NM**

10/23/2013 Copyright Issues for Digital Archives #1405
Portland, OR

For more information visit the SAA website:
www.saa.archivists.org

2014

Western Archives Institute (WAI) 2014, **University of California, Riverside in Riverside, CA**

The WAI is an intensive, two-week program that provides integrated instruction in basic archival practices to individuals with a variety of goals, including:

- those whose jobs require a fundamental understanding of archival skills, but 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
- 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.

Application deadline, March 1, 2014
For more information see the website at:
www.sos.ca.gov/archives/wai

Northeast Document Conservation Center – **Fall/Winter 2014** **October 16, 2013, *Introduction to Dublin Core:***

This live webinar offers a deeper exploration of Dublin Core, providing information on its history and uses, and resources for further investigation. Participants will become familiar with the Dublin Core set and with best practices for implementation. The webinar builds upon concepts discussed in the Introduction to Metadata webinar, but can be taken as a standalone course.

November 12, 2013, *Digital Disaster Planning*

Live webinar. Disaster plans are just as important for digital collections as they are for analog collections. This webinar introduces the elements of a disaster plan for digital collections and the issues to be considered when conducting a risk assessment. Participants will learn steps for response, recovery, and mitigation.

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November 21, 2013, *Coping with Mold Outbreaks*

This live webinar will cover the various types of mold and the criteria and parameters for mold development, with a special emphasis on molds specific to indoor environments that house collections and artifacts. Practical methods for controlling and preventing mold blooms are discussed, as is response to mold outbreaks.

December 10, 2013, *Preserving Your Digital Portfolio*

Digital assets represent a significant investment of both time and resources for content creators, and these collections are often more fragile than we realize. Your digital portfolio, made up of images, documents, web-resources, and even tweets, may represent the bulk of your professional work and likely has personal significance as well. This live webinar will cover tools and strategies to protect your digital assets as well as tips on preparing for donation to a collecting institution.

2014

January 14, 2014, *Understanding Copyright for Digital Projects*

Cultural heritage institutions have a mission to make their collections accessible to the public; they also have a responsibility to protect the rights of copyright holders. This live webinar provides a basic overview of copyright fundamentals, focusing on issues to consider in planning a digitization project. It will present a number of free tools available to help with the investigation of copyright status, and discuss strategies to mitigate the risk of copyright infringement.

February 6, 2014, *Care and Handling of Paper-Based Collections*

Live webinar. An introduction to the preservation of paper-based collections, this live webinar focuses on books, documents and photographs. It will include information on paper manufacture, deterioration, and proper storage. Also discussed are inks and colorants, adhesives, and image layers. Practical and low-cost preservation strategies are addressed.

February 18, 2014, *Writing Your Preservation Assistance Grant*

This live webinar covers the issues that should be considered when preparing to submit an NEH Preservation Assistance Grant. Emphasis will be on preparing the grant narrative, making the case for your project, getting requisite

information from consultants, and putting together a good budget. This webinar is for those who have identified a PAG-eligible project, and want to learn methods for developing a strong application.

The National Endowment for the Humanities Preservation Assistance Grants for Smaller Institutions help small and mid-sized cultural heritage institutions improve their ability to preserve and care for their humanities collections. Awards of up to \$6000 support preservation related collection assessments, consultations, training and workshops, and institutional and collaborative disaster and emergency planning. Preservation Assistance Grants also support education and training in best practices for sustaining digital collections, standards for digital preservation, and the care and handling of collections during digitization.

The guidelines for Preservation Assistance Grants for Smaller Institutions will be available at <http://www.neh.gov/grants/guidelines/pag.html>. You will also find sample project descriptions, sample narratives, and a list of frequently asked questions. The deadline for applications is May 1, 2014.

April 1, 2014, *Care and Handling of Scrapbooks*

This live webinar covers the issues to be addressed to provide the best level of care for scrapbook collections. The webinar introduces the structure of scrapbooks, types of materials commonly found in them, methods of attachment, and the implications for preservation and conservation. Low-cost, in-house preservation approaches are discussed.

April 30, 2014, *Preserving Family Collections*

This live webinar introduces participants to the basics of caring for their genealogical and family collections. Discussion focuses on practical steps for the preservation of papers, photographs, books, textiles, and audiovisual materials so that future generations can appreciate your family's experiences, heritage, and history. Methods for the safe display, storage, and care of some of the most common items in family collections will also be addressed.

This webinar is offered as part of Preservation Week. **Additional Preservation Week events can be found here:** <http://www.ala.org/alcts/confevents/preswk/events->

speakers, and resources related to preservation can be found here: <http://atyourlibrary.org/passiton>.



Society of American Archivists (SAA) free online publications!

NEW! Describing Archives: A Content Standard, Second Edition(2013)



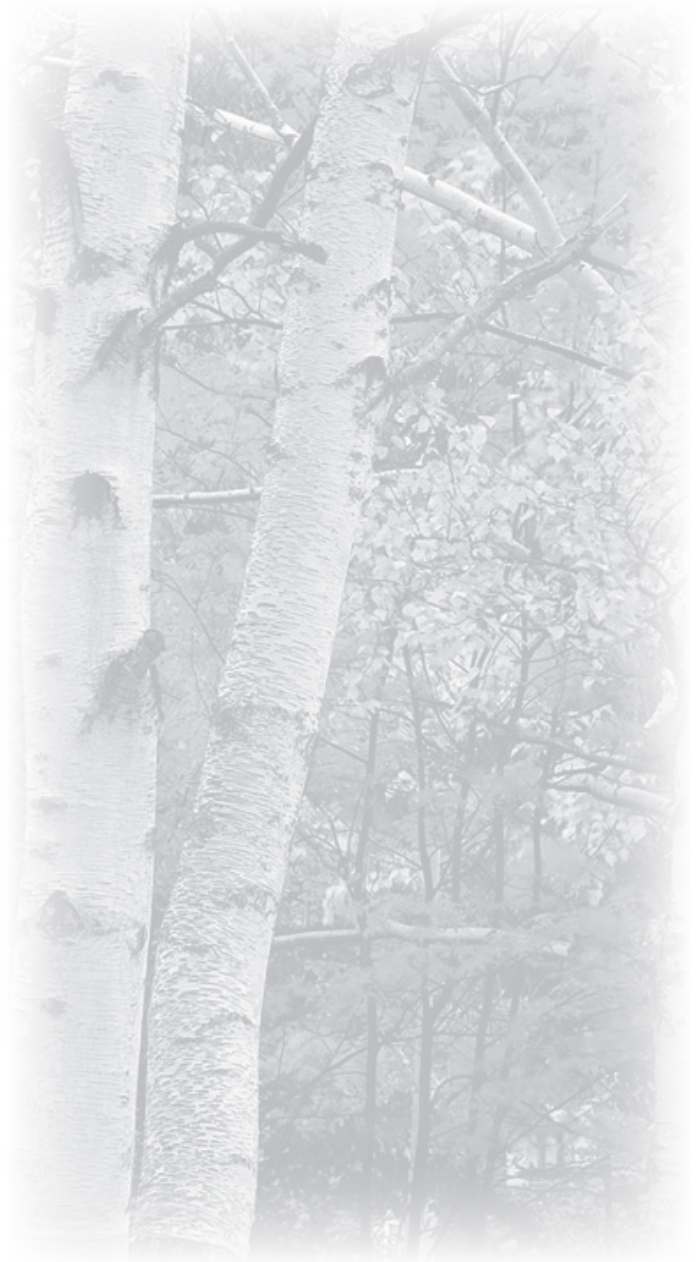
Facilitates consistent, appropriate, and self-explanatory description of archival materials and creators of archival materials. This Second Edition reflects the growing convergence among archival, museum, and library standards; aligns

DACS with the descriptive standards developed and supported by the International Council on Archives; and provides guidance on the creation of archival authority records. DACS can be applied to all types of material at all levels of description, and the rules are designed for use by any type of descriptive output, including MARC 21, Encoded Archival Description (EAD), and Encoded Archival Context (EAC). The Second Edition was officially adopted as a standard by the Council of the Society of American Archivists in January 2013, following review by the SAA Standards Committee, its Technical Subcommittee for Describing Archives: A Content Standard, and the general archival community.

Resources for Volunteer Programs in Archives (2012)

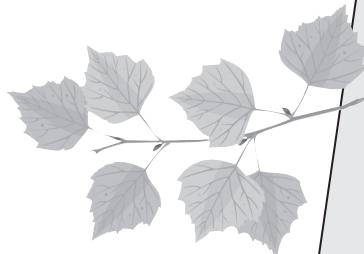
a joint production of the National Archives and Records Administration and the Society of American Archivists, this guide introduces you to volunteer activities underway in various archives. The project descriptions outline all kinds of work, from transcription to processing, from reference to indexing. Each description is meant to offer an example of one way to organize work. If you have never used volunteer help in your organization, this guide will provide you with a sense of the possibilities. And if you are interested in expanding or rethinking your volunteer program, this guide will offer some ideas.

SHRAB Publication Available Online: Montana SHRAB's manual, Preferred Practices for Historical Repositories is available see http://mhs.mt.gov/research/library/Best_Practices.pdf . This publication is a checklist and self-assessment manual and provides information on a wide variety of management and preservation topics related to archives and museums

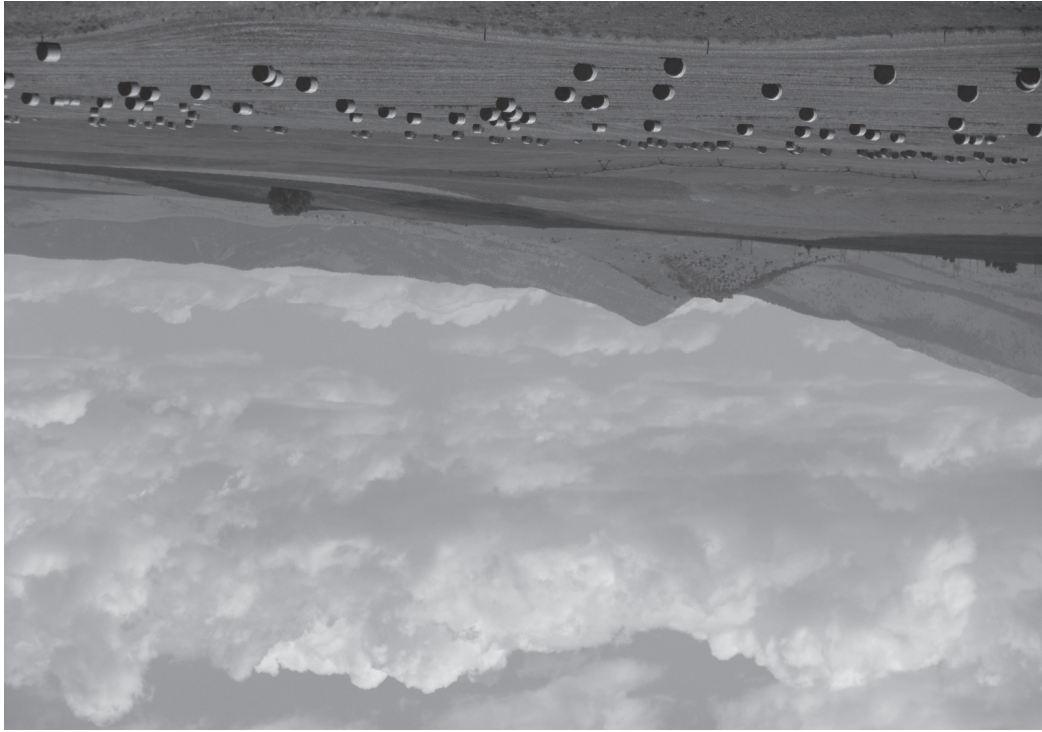


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Big Sky Country near Ennis, MT
Photo by Laurie giegere McGrath



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Big Sky. Big Land. Big History.
Montana
Historical Society

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