

# the montana archivist

## Wish Montana Territory a Happy 150th Birthday!!!



PHOTOS FROM WIKIPEDIA.COM



On May 28, 1864, President Abraham Lincoln signed Montana Territory into existence. The Montana SHRAB encourages all heritage institutions across the state to mark the day with a special event or presentation.

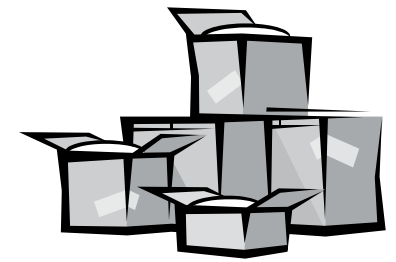
### Some ideas include:

- Write an article in the local paper
- Encourage local teachers to have students submit artwork or essays
- Provide free admittance to museum and/or special collections for those in 1860s attire
- Host speakers on 1860s Montana
- Do radio spots highlighting Montana's Territorial History
- Host a baking contest using 1860s recipes....maybe an interesting birthday cake!

This is a great chance to raise a toast to the intrepid folks who fought to bring Montana Territory into being. If you do host a special event, please let us know about it and we will highlight your event in our next newsletter!!! (Send images and stories to [jofoley@mt.gov](mailto:jofoley@mt.gov)).

# MONTANA HISTORICAL SOCIETY

# SHELVING PROJECT



As many of you know the Montana Historical Society Archives is in the midst of a major upgrade in our storage. We have had quite a few questions about our progress, so we thought we would let you know what we are doing and how the project is progressing. In answer to our plea for assistance to mitigate severe overcrowding in our archival storage areas, the 2013 legislature passed funding for compact shelving.

They say a picture is worth a thousand words, so here are a few images to tell the tale of our move:

This is what we looked like before the project started....

This is what the stacks looked like after our staff moved 15,000 linear feet of records off site....

And this is what we look like about 1/3 of the way through the installation.....

In the coming ten weeks will we complete installation and bring the collections back! By the next newsletter we should have great images of our new digs for Montanans rich historical document heritage! More to come....

For questions please contact Jodie at [jofoley@mt.gov](mailto:jofoley@mt.gov)



## 2014 Student Archivist Project

The Montana SHRAB will be once again be sponsoring the Traveling Student Archivist program this summer. As in the past, **two** Montana institutions will be chosen to host an archival graduate student intern from Western Washington State University, the University of Washington or the University of Wisconsin at Milwaukee, to provide 320 hours of assistance over the summer of 2014. The SHRAB will provide the student with a stipend. The awarded institution will be asked to provide the student with a safe work space, workplace insurance, and information about potential housing.

Past institutional recipients include county museums, local governments and historical societies. The work completed included surveying of records, processing collections, creation of policies/procedures, preparation of disposal requests, creation of inventories and training of staff and volunteers.

Does this sound like it might be helpful for you? Then please apply for this great opportunity! The application form is provided at the end of this newsletter as an insert.

**The deadline is April 1, 2014.**

For more information contact Jodie Foley at [jofoley@mt.gov](mailto:jofoley@mt.gov) or 406 444-7482.

## Montana Historical Society Research Fellowships Available

### 2014 Dave Walter Research Fellowship:

This fellowship will be awarded to two Montana residents involved in a public history project focused on exploring local history. The award is intended to help Montanans conduct research on their towns, counties, and regions using resources at the Montana Historical Society. Research can be for any project related to exploring local history; including exhibit development, walking tours, oral history projects, building history/preservation, county or town histories, archaeological research, class projects, etc. Fellowship awards of \$1,250 each will be given to two researchers.

Recipients will be expected to:

- travel to the MHS to conduct research

- spend a minimum of one week in residence conducting research
- provide a copy of their final product or a report on their completed project to the MHS Research Center

The application must include a cover letter; a project proposal, not to exceed 3 pages in length, describing the research, including the specific collections at the Montana Historical Society that you intend to use; a 1-2 page resume, and one letter of recommendation.

### 2014 James H. Bradley Fellowship:

This fellowship is awarded annually to two graduate students, faculty, and/or independent scholars pursuing research on Montana history. Each Fellowship includes a stipend of \$2,500. The recipients of the fellowship are expected to be in residence at the MHS conducting research for the equivalent of four weeks between the date of the award and October 31, 2014. Fellows are expected to make use of the MHS's collections and to submit a written report upon completion of the research. Bradley Fellows also agree to submit an article based on the research for possible publication in the MHS' quarterly journal, *Montana The Magazine of Western History*, within one year of their fellowship.

Fellowship applications are evaluated based upon the following criteria

- suitability of research to the MHS' archival, library, photograph or museum collections,
- applicant's experience and training,
- potential of the project to make a significant contribution to historical scholarship on Montana, and
- potential of the project to produce an article-length publication.

Applications must include a cover letter, a project proposal not to exceed three double-spaced pages, a 2-3 page resume, and one letter of recommendation. The proposal should indicate what specific material in the MHS collections the applicant intends to consult. Montana Historical Society employees and **previous Bradley Fellows** are not eligible to apply.

**Applications for either fellowship must be sent as one PDF document to [mhslibrary@mt.gov](mailto:mhslibrary@mt.gov) by March 1, 2014.** Announcement of the award will be made in early April. For more information contact MHS staff at [mhslibrary@mt.gov](mailto:mhslibrary@mt.gov).

## Grant Opportunities

### Montana History Foundation Offers Preserve Montana Grant Funds

The Montana History Foundation (MHF), a statewide nonprofit committed to the preservation of Montana's past, is proud to offer grants from our Preserve Montana Fund to protect the historic legacy of communities across the state. MHF has \$75,000 available during this grant cycle for projects in 2014.

The grants are available to organizations and individuals who want to preserve historical assets of importance to Montana's history. These projects include buildings, particularly one-room school houses; oral histories; and collection/archival preservation.

Grant criteria and guidelines are available from MHF online at [mthistory.org](http://mthistory.org) or by contacting MHF at (406) 449-3770 or [gena@mthistory.org](mailto:gena@mthistory.org). Grants will be awarded for projects ranging in scale from \$500.00 to \$5,000.00. Applications will be accepted between now and March 12, 2014.

### Cataloging Hidden Special Collections and Archives Grants

The Council on Library and Information Resources (CLIR) has issued its seventh annual Request for Proposals for the Cataloging Hidden Special Collections and Archives Program.

Most U.S.-based not-for-profit cultural heritage institutions are eligible for the program. Applicants may nominate collections of any format and from any field worthy of national attention, but the collections in question must be truly hidden—they must not be discoverable by scholarly users working within the relevant subject domains, either through digital or analog means.

The minimum threshold for requests in 2014 is \$50,000; the maximum allowable request is \$500,000. Projects must be between 12 and 36 months in length, and can begin anytime between January 1 and June 1, 2015. All projects must conclude by May 31, 2018.

Respondents to this request must complete and submit initial proposals for cataloging and processing projects to the program's online application system by 5:00PM Eastern Time on Friday, March 21, 2014.

### 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.



## Training opportunities:

### 2014 Western Archives Institute:

The 28th annual Western Archives Institute will be held at the University of California, Riverside from July 6 - 18, 2014. 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.

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 2014 Western Archives Institute is March 1, 2014. For additional program information, see <http://www.calarchivists.org/WAI>

### Upcoming Events, Conferences and Training Opportunities

**March 19-22, 2014** Helena, MT  
Museums Association of Montana Annual Conference  
*"Museum with a 'Capitol' M: Capitalizing on Our Heritage"*

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

**May 29-31, 2014** Spokane, WA  
Northwest Archivists Annual Conference  
*"Moving Forward: Reaching New Audiences with the Past"*

### Northeast Document Conservation Center Workshops:

See for registration information <http://www.nedcc.org/preservation-training/training-currentlist>

**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.

**April 15, 2014 Care and Handling of Photographs:** This webinar is an introduction to the preservation of photographic materials. Participants will learn to recognize various photographic formats and the unique preservation problems associated with each. An examination of proper handling and storage for photographic materials will help participants make educated decisions regarding environment, enclosures, and access.

## Resources



### Society of American Archivists (SAA) publications! (See Archivists.org)

**Conceptualizing 21st-Century Archives** explores the shifts and divergences in archival discourse that technological developments have necessitated, facilitated, or inspired, constructing a picture of how archives arrived in the 21st century and suggesting where they are going in the foreseeable future. This highly anticipated book will be available from SAA later this month.

**Pre-publication special for SAA members only: \$40 (includes s/h) thru Feb.10.**

**Exhibits in Archives and Special Collections Libraries**, advises archivists at all levels on developing enlightening and entertaining exhibits. It describes each step of the exhibit process, providing straightforward tips on:

- Developing innovative exhibit ideas
- Formulating exhibit policies and procedures for your institution
- Crafting well-written and visually interesting exhibit labels
- Branding and designing exhibits
- Promoting exhibits through conventional media, social media, and give-away items

**SAA Sampler: Archival Advocacy (PDF).** This eBook features select chapters from authoritative books on archives published by the Society of American Archivists. Produced exclusively electronically, the Samplers are designed to give readers an overview of a pertinent topic as well as a taste of the full publications. This Sampler offers examples of the ways in which you can build advocacy efforts, discussing some of the techniques and tools developed by archivists. The content includes:

- "Advocating Within the Institution: Twenty-five Years for the New York Philharmonic Archives" by Barbara Haws, from *Many Happy Returns: Advocacy and the Development of Archives* edited by Larry Hackman;
- "Media Outlets" by Stephanie Gaub, from *Public Relations and Marketing for Archives: A How-To-Do-It Manual* edited by Peter J. Wosh et al.; and
- "Archives 101 in a 2.0 World: The Continuing Need for Parallel Systems" by Randall C. Jimerson, from *A Different Kind of Web: New Connections Between Archives and Our Users* edited by Kate Theimer.

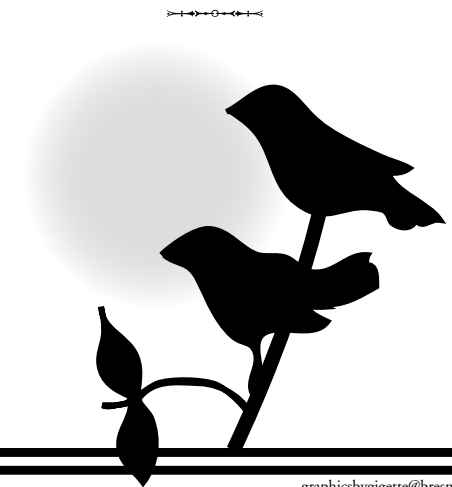
See for more eBooks: <http://www2.archivists.org/bookstore/faqs/ebooks>

**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](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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Downy woodpecker at feeder, Montana City Photo by Bill McGrath



# *the* montana archivist

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

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