

the montana archivist

Upcoming Events, Conferences and Training Opportunities

March 12, 2010

Western Archives Institute application deadline

March 10-13, 2010

Butte, Montana, **Museums Association of Montana**

April 7-10, 2010

Bozeman, Montana, **Montana Library Association**

April 28-May 1, 2010

Seattle, Washington, Northwest Archivists – Western Round-Up Super Regional Meeting. Participating organizations: Conference of Archivists, Society of California Archivists Society of Rocky Mountain Archivists.

June 7-18, 2010

Modern Archives Institute, Washington D.C.

June 20-July 2, 2010

Western Archives Institute, Berkeley CA

August 10-15, 2010

Marriott Wardman Park, Washington DC, Joint Annual Meeting of the **Council of State Archivists**, the **National Association of Government Archives and Records Administrators**, and the **Society of American Archivists**.

Sept 22-25

AASLH, Oklahoma City, OK

Sept. 30-Oct. 2, 2010

Helena, Montana, **Montana History Conference** includes **SHRAB sponsored preservation workshop**

October 27-30, 2010

Austin, Texas, **National Preservation Conference**



Boy in the Water,
Crow, Haynes
Foundation
Collection,
Montana
Historical Society

SHRAB launches “Faces of Montana” Project.

SHRAB is looking for images to use in the 2010 Archives Month Poster. Our state’s history is a colorful tapestry of different races, cultures, and individuals who made contributions large and small, yet even today most people envision a homogenous mass of Euro-American pioneers when considering the heritage of Montana. Now is our chance to help paint a more accurate picture by using the resources in our various repositories. We all have within our holdings thousands of portraits that represent the people of the Treasure State, and for next year’s Archives Month poster the SHRAB board would like to display some examples. Spend a few moments perusing the portrait images stored away in your Hollinger boxes and pick out the interesting, the strange, the commonplace, or the bizarre and copy them for our selection. Please send photocopies or scans of selections you would be willing to share, and we will choose our favorites. If your image is chosen, we will ask that images be scanned at least 300 dpi TIFF files for the best reproduction quality. Email Jodie Foley (jofoley@mt.gov) with any questions, and get to digging today!

SHRAB working to continue Student Archivist Project



Montana SHRAB has applied for grant funding through the National Historical Publications and Records Commission to continue the traveling archivist project this summer. Heritage institutions from across the state can apply to receive up to 320 hours of assistance from an Archives and Records Management graduate student from Western Washington University or University of Wisconsin at Milwaukee. See project parameters and application forms in this newsletter.

Last summer's recipients were the Beaverhead County Museum (host institution), and Caitlan Maxwell, a recent graduate of Western Washington University Archives and Records Management Program. From July 6 to August 21, 2009, Ms. Maxwell worked with the director of the Beaverhead County Museum, Bette Hull, and her enthusiastic staff to inventory their archival holdings and set up policies and procedures for accessioning, processing and providing access to their rich collection. See Fall/Winter 2009 newsletter for final project report by Caitlan Maxwell.

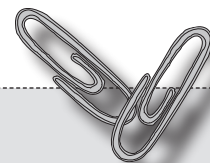
Montana SHRAB to offer Workshop...

The Montana SHRAB will be hosting a workshop entitled *Preservation and Conservation of Archival Collections*, on May 3, in Helena, from 9:00 to 4:00. Attendees will learn techniques for identifying and prioritizing preservation issues within their paper-based collections; how to deal with specific types of damage (including dry and brittle paper, mold damage, staining, torn items, cracked/rolled documents); and how to establish handling and storage policies to limit or stop further damage. Attendees will also learn how to determine when professional conservation work is required and where to turn for help. The instructors will provide extensive handouts and a resource list. The workshop is suitable for anyone responsible for the handling and care of paper-based archival collections. There is no fee for the

workshop, which is made possible through funding provided by the National Historical Publications and Records Commission (NHPRC). Limited scholarship funding to support travel is available; see insert for application. For more information contact Jodie Foley at 444-7482, jofoley@mt.gov.

Montana Historical Society Offers Sobotka Internship

This summer the Montana Historical Society Research Center will be offering a paid internship to work on digitization projects. The August and Mary Sobotka Internship was established in 2004 to provide internship funds for college students to assist MHS with priority projects while providing a meaningful educational experience for the student. August and Mary Sobotka, long-time Glendive area ranchers, were very active in community affairs and supportive of local educational institutions. The internship offers the successful applicant a \$5,000 stipend. The intern will work at the Society for 10 weeks, full-time. See application form in this newsletter.



SHRAB Offers Scholarships

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce the continued availability of scholarships of up to \$1,000 to paid and volunteer staff of Montana's cultural heritage institutions to attend training, educational workshops, or courses on topics related to the management and/or preservation of historical records. Each scholarship may cover registration fees, travel costs, lodging and per diem (for food). Funding may also be used to bring recognized experts into an institution for consultation related to the management, accessibility, or preservation of the historical records in its care. The scholarships are made possible through a grant from the National Historical Publications and Records Commission (NHPRC). See application form in this newsletter.

National Endowment for the Humanities Preservation Assistance Grants

Deadline May 18, 2010.

National Endowment for the Humanities (NEH) Preservation Assistance Grants help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their humanities collections. Grants up to \$6,000 available on a non-matching basis. Eligible activities include:

- General preservation assessments: Applicants may engage a conservation professional to conduct a general preservation assessment and help draft a long-range plan for the care of humanities collections.
- Consultations with professionals to address a specific preservation issue, need, or problem in regard to analog or digital collections.
- Applicants may hire a consultant to help address preservation challenges of humanities collections. For example, consultants can provide advice about developing disaster preparedness and response plans; developing detailed plans for improving storage or rehousing a collection; assessing the conservation treatment needs of selected items in a collection; or assessing digital preservation readiness.
- Preservation education and training: Applicants may request support to send staff members to workshops and training courses on preservation topics. Applicants may also hire a consultant to conduct on-site training for staff and volunteers.



Security in Special Collections

By Donna McCrea, Archivist, University of Montana



In September of 2009 the Association of College and Research Libraries (ACRL) approved the *ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections*. The guidelines note that security for special collections (rare books, manuscripts, archives, and other antiquarian and special materials) is particularly important today as institutions' "efforts to increase the use and knowledge of collections...can result in a greater public awareness of their value and may increase the risk of theft."

The following recommendations are drawn directly from the *Guidelines*. The full text of the *Guidelines* is available online at http://www.ala.org/ala/mgrps/divs/acrl/standards/security_theft.cfm:

- The special collections facility (building, unit or area) should have as few access points as possible.
- Within the special collections facility the public should have access only to public areas, not to work spaces or stack space.
- A secure reading room where researchers can be continuously monitored should be the only area in which special collections material may be used.
- A staff member should check researchers' personal research materials before they enter the secure area as well as when they depart.
- Keys to secure areas should be issued to staff only on an as-needed basis, and master keys should be secured against unauthorized access.
- Staff, including students and volunteers, should be chosen carefully. Staff should be discouraged from taking personal belongings into secure areas.
- Registration for each researcher who uses special collections material should be required, including name and address. Photo identification or some other form of positive identification should be checked.
- Records should be kept of projects researchers are working on and collections they have accessed. Such records should unequivocally link a particular researcher to a specific item, and should be kept permanently.

- Access to registration and circulation records should be restricted. Institutional policies and practices, especially in the course of investigating possible thefts, should not violate applicable confidentiality laws.
- Researchers should not be permitted to take extraneous personal materials into the reading room. Lockers or some kind of secure space should be provided for any items not permitted in the reading room.
- Staff should observe researchers at all times and not allow them to work unobserved behind bookcases, book trucks, stacks of books, or any other obstacles that restrict staff view.
- Researchers should be limited to having access only to those books, manuscripts or other items needed to perform the research at hand.
- Staff should check the condition, content, and completeness of each item before giving it to a researcher and when it is returned after use.

The Guidelines also make recommendations for record-keeping designed to increase the chances of identification and recovery of stolen special collections material. These recommendations include:

- Keep adequate accession records, catalog materials as fully as institutional resources will allow, and note copy-specific information.
- Conduct regular inventories of cataloged and uncataloged books and collections.
- Maintain a shelflist in a secure area. Store a backup offsite.
- Maintain up-to-date records of unlocated / missing items and periodically recheck them; consider reporting items that are still unlocated after several searches to appropriate agencies, noting their status as missing rather than stolen.

The Guidelines Regarding Security and Theft in Special Collections urge institutions to have a written policy on the security of collections and a plan for dealing with theft. Each institution is also encouraged to appoint a security officer with principle responsibility for planning and administering a security program including surveying the collection, reviewing the physical layout of the special collections area, and training staff. Although institutions will have different needs and different abilities to comply with all the *Guidelines*, “As a general rule, it is far more economical to provide protection for collections than to recover collections lost to theft, fire, or natural disasters.”

In addition to becoming familiar with the *Guidelines*, archivists and others responsible for special collections materials may wish to review the following publications:

Burke, Robert S. and Sam Adeloye. *A Manual of Basic Museum Security*. Leicester, England: International Council of Museums, 1986.

Northeast Document Conservation Center. “*Collections Security: Planning and Prevention for Libraries and Archives*” Technical Leaflet 3.11. Available online at: http://www.nedcc.org/resources/leaflets/3Emergency_Management/11_CollectionsSecurity.php. Accessed 24 February 2010.

Soete, George J. and Glen Zimmerman. *Management of Library Security: a SPEC Kit*. Washington, DC: Systems and Procedures Exchange Center, Office of Leadership and Management Services, Association of Research Libraries, 1999.

Trinkaus-Randall, Gregor. *Protecting Your Collections: A Manual of Archival Security*. Chicago: Society of American Archivists, 1995.

Robert S. Burke and Sam Adeloye, *A Manual of Basic Museum Security* (Leicester, England: International Council of Museums, 1986), 3.

Conferences and Training Opportunities

2010 Northwest Archivists Conference Western Roundup Seattle, Washington, April 28 – May 1, 2010

The Northwest Archivists are pleased to announce the 2010 Western Roundup in Seattle, Washington. The 63rd Annual Northwest Archivists Conference will be held jointly with meetings of the Conference of Inter-Mountain Archivists, Society of California Archivists, and the Society of Rocky Mountain Archivists in a unique opportunity for exchange among academic and public historians, students and the general public. Details can be found on their website: <http://www.lib.washington.edu/nwa/>

Society of American Archivists Annual Meeting Washington DC, August 10-15, 2010

The joint annual meeting of the Society of American Archivists, and the Council of State Archivists and Records Administrators will be held in Marriott Wardman Park, Washington, DC. The conference includes a wide array of informative education sessions, pre-conference programs, tours of local repositories, special events, exhibits, and networking opportunities. More information can be found at <http://www.archivists.org/conference/>

National Preservation Conference Austin, Texas, October 26-30, 2010

The National Preservation conference provides all-important know-how, innovative ideas, and inspiration for people saving America's historic places and revitalizing communities. The Conference is the premier educational and networking event for community leaders, volunteers and staff of the historic preservation movement. Request registration information from the National Trust for Historic Preservation: 800-944-6847 Email: conference@nthp.org

2010 Modern Archives Institute Washington, D.C., June 7-18, 2010

The National Archives and Records Administration, in cooperation with the Library of Congress, present the Modern Archives Institute for 2010. The goal of the Institute is to introduce participants to archival theory and practice and the responsibilities of archival work. 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 and 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 archive 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. The institute concentrates on the following basic archival functions: acquisition of archival material; appraisal and disposition; arrangement and description; preservation; reference and access; and public programs.

For application and more information see <http://www.archives.gov/preservation/modern-archives-institute/>



SAA Continuing Education Calendar for 2010



For a listing of SAA's workshops visit their website at archives.org. New offerings for 2010 include:

- **Thinking Digital...Practical Session to Help You Get Started.** Web Seminar through 2010.

This session enables you to adapt your current knowledge and skills to the demands of a digital environment. You'll explore the choices that have to be made in the development of digital projects and workflows.

- **Understanding Photos: Intro to Archival Principles and Practices**

This introductory workshop teaches the basics of how to manage and care for photographs. You will discover how standard archival techniques can be applied successfully to photographs in eight modules: appraising and acquiring; reading and researching; identification and handling; preservation, storage and housing; accessioning and arrangement; description and cataloging; copyright; and public service and outreach.

IPER Training Course now available online

We have a great new training resource available to us through the Council of State Archivists (CoSA). As part of the IPER project (Intergovernmental Preparedness for Essential Records see website <http://www.statearchivists.org/iper/index.htm>), CoSA has created an online 90 minute Power Point presentation entitled Introduction to Records and Information Management. It will serve as a great training tool for those new to the field and a helpful review for experienced hands. The Introduction to RIM is a suggested prerequisite for the two main IPER courses on Essential Records and Records Emergency Preparedness and Response which are still in development.

To learn more, go to <http://www.statearchivists.org/iper/rim/index.htm>

Web Seminars

REGISTER NOW for *“Basics of Managing Electronic Records... Getting You Started!”* March 30 at 1:00 p.m. (US CT) with Geof Huth of the New York State Archives.

If you missed live presentations of SAA's topical Web seminars, they're now available Online On Demand. Access the Education Calendar under the Education and Events menu on the [home page](#) and register to gain access for two months. OR, if you'd rather have an audio CD to listen to while driving, go to the Publications Catalog and check for CDs.

Republication: Preserving Archives and Manuscripts

Be one of the first on your block to get your hands on the final volume in the Archival Fundamental Series II. The much-anticipated *Preserving Archives and Manuscripts* (2nd ed.) by Mary Lynn Ritzenthaler is now available. The publication emphasizes integrating preservation and archival

management and addresses a variety of issues, including storage, safe handling, and environmental issues.

Storage Guide for Color Photographic Materials

James M. Reilly, published by the University of the State of New York, New York State Education Department, New York State Library, the New York State Program for the Conservation and Preservation of Library Research Materials, 1998.

This 48-page book with its accompanying wheel of environmental conditions provides an overview of the stability of today's color photographic materials and explains how and why color images fade, why they need special storage, and what can be done to make them last as long as possible.

IPI Media Storage Quick Reference

Peter Z. Adelstein, published by Image Permanence Institute, 2004

This two-part publication was created for today's collection care professionals, who must provide long-term, preservation-quality storage for a growing diversity of collection materials—often in a single storage area. The IPI Media Storage Quick Reference (MSQR) distills key preservation issues for still and motion picture film, glass plate negatives, magnetic tape, photographic paper prints, inkjet prints, CDs, and DVDs and helps the user better understand how the storage environment affects them, both individually and in mixed collections. The booklet's text, diagrams, and tables present the information in an easily accessible format. Side 1 of the wheel offers a medium-by-medium overview of preservation issues, recommendations, and guidance on the suitability of four typical storage environments (ROOM, COOL, COLD, and FROZEN); Side 2 is a guide to the types and dates of use of plastic supports commonly used for various film and magnetic tape media. (Both sides shown in image.)

Risk Evaluation and Planning Program

Heritage Preservation developed assessment tools and planning guidelines for the benefit of the assessor teams and museums participating in the Risk Evaluation and Planning Program (REPP). These resources can now be used by any institution to improve preparedness and to facilitate communication with preservation and emergency professionals who may be working with them.

- The project application and a site questionnaire can be used as institutional self-study tools. Many REPP project applicants commented on how much they learned about their facilities just by completing these forms.
- The risk prioritization worksheet is a tool to help rate risks based on the likelihood of occurrence and severity of potential damage. During the REPP pilot, this worksheet was completed by the assessors with input from museum staff. The expertise of local emergency management agencies or fire departments is helpful in completing this form.
- Used in conjunction with the risk prioritization worksheet, the walk-through checklist helps staff identify a variety of conditions that may make institutions more susceptible to internal and external hazards.
- A collection of one-page documents share tips on preparedness, provide ideas for simple mitigation measures, outline the basic contents of an emergency plan, and offer steps for getting started with planning efforts. <http://www.heritagepreservation.org/REPP/tools.html>

Tribal Archives, Libraries, and Museums 2010 workshops and conferences

Researching and Using Tribal History
Washington, DC June 2010

Digital Storytelling Institute
Oklahoma city, OK September 2010

**Tribal Archives, Libraries, and Museums
Programs at the American Association for
State and Local History National Conference**
Oklahoma City, OK September 2010

For more information see online at <http://www.tribalconference.org/>

SHRAB Publication available online

Montana SHRAB's manual, *Preferred Practices for Historical Repositories* is now available as a pdf online at 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.

Board Members

Jodi Allison-Bunnell, Missoula
Faith Bad Bear-Bartlett, Crow Agency
Peggy Gow, Deer Lodge
Jodie Foley, Helena
Donna McCrea, Missoula
Sami Pierson, Libby
Kim Allen Scott, Bozeman

2010 MONTANA SHRAB PROFESSIONAL DEVELOPMENT SCHOLARSHIP

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce the continued availability of scholarships of up to \$1,000 to paid and volunteer staff of Montana's cultural heritage institutions to attend training, educational workshops, or courses on topics related to the management and/or preservation of historical records. Each scholarship may cover registration fees, travel costs, lodging and per diem (for food). Funding may also be used to bring recognized experts into an institution for consultation related to the management, accessibility, or preservation of the historical records in its care. The scholarships are made possible through a grant from the National Historical Publications and Records Commission (NHPRC).

Scholarship recipients will be notified within 15 business days of receipt of the application.
Please send your complete application to

Montana State Historical Records Advisory Board
Montana Historical Society
P.O. Box 201201
Helena, MT 59620-1201

Telephone: (406) 444-7482
Fax: (406) 444-5297
Email: jfoley@mt.gov

**PLEASE FILL OUT EITHER THE APPLICATION FOR TRAINING/WORKSHOP ATTENDANCE
OR THAT FOR ON-SITE ASSISTANCE, NOT BOTH**

APPLICATION FOR TRAINING/WORKSHOP ATTENDANCE:

Applicant Name: _____ Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Are you a paid employee of a library/museum/archives? Yes No

If yes, what is your title and how many hours per week do you work? _____

Are you a volunteer at a library/museum/archives? Yes No

If yes, how many hours per week do you volunteer? _____

What is your institution's annual budget? _____

Does your institution pay for professional training? Yes No

Name of workshop/conference/training you wish to attend: _____

Amount requested: Registration fee(s): _____ Travel/per-diem: _____ Total amount: _____

What are your reasons for attending this training, workshop, conference, etc.? How do they fit your professional goals? How do they fit your institutions goals?

Briefly outline your experience with historical records and any related special projects that you have worked on or are currently involved in.

2010 MONTANA SHRAB Student Archivist Program

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce an on-site assistance program to cultural heritage institutions in Montana. An Archives and Records Management graduate student from Western Washington University or the University of Wisconsin at Milwaukee will be chosen to provide up to 320 hours of archival project assistance to one Montana heritage institution over the summer of 2010 (July to September). Students will provide assistance based on specific goals set by the institution and may include archival surveying, processing, cataloging, basic conservation, and creation of finding aids.

Application DEADLINE: April 6, 2010.

**Return completed form to:
Montana Historical Society
c/o Jodie Foley SHRAB Coordinator
225 North Roberts
Helena MT 59620**

or via email to jofoley@mt.gov

This program is made possible through a grant from the National Historical Publications and Records Commission (NHPRC).

PLEASE FILL OUT APPLICATION TO PARTICIPATE—STUDENT APPLICATION

APPLICATION FOR STUDENT ARCHIVIST POSITION: (limit responses to 2-pages total)

Applicant Name: _____ Class level completed: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Briefly outline your experience with historical records, including course work, work study, and/or internships. Include any related special projects that you worked on or are currently involved in. (Please include descriptions of work accomplished).

Please complete and attach a description of specific goals or experiences you would hope to accomplish by end of this archival experience. (This may include but should not be limited to processing, producing guidelines and procedures, providing basic archival instruction, and/or creating catalog entries (MARC/EAD). This position requires a mixture of team centered and independent work. Please provide examples of a project or instance where you successfully accomplished a goal as a team member, and as an independent worker.

This position requires students to work on set projects, but may also require students to instruct members of the host institution in some basic archival principals. Please provide examples of a project or instance where you instructed classmates or volunteers.

Montana Historical Society Sobotka Internship

The Montana Historical Society, with funding from the Sobotka Trust, is pleased to announce a summer internship opportunity. Students from the Western Washington University Archives and Records Management Program are eligible to apply for a summer internship focusing on digitization. The intern will gain valuable work experience in scanning archival materials, metadata creation and cataloging, analog to digital media conversion, and digital content management systems. The Sobotka Internship includes a \$5,000 stipend. The intern is expected to work 10 weeks at the Montana Historical Society, from June to September of 2010.

Application DEADLINE: April 6, 2010.

**Return completed form to:
Montana Historical Society
c/o Molly Kruckenberg, Research Center Manager
225 North Roberts
PO Box 201201
Helena MT 59620 -1201**

or via email to mkruckenberg@mt.gov

PLEASE FILL OUT APPLICATION TO PARTICIPATE

APPLICATION FOR STUDENT INTERNSHIP POSITION: (limit responses to 2-pages total)

Applicant Name: _____ Class level completed: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Briefly outline your experience with digitization of historical records, including course work, work study, and/or internships. Include any related special projects that you worked on or are currently involved in. (Please include descriptions of work accomplished).

Please complete and attach a description of specific goals or experiences you would hope to accomplish by the end of this internship. (This may include but should not be limited to digitization guidelines and procedures, producing metadata, creating procedures and guidelines, and/or creating catalog entries (MARC/EAD)).

This position requires a mixture of team centered and independent work. Please provide examples of a project or instance where you successfully accomplished a goal as a team member, and as an independent worker.

Montana mountain road. Photo by: Gigette McGrath



the montana archivist

Big Sky. Big Land. Big History.

Montana

Historical Society

225 North Roberts
PO Box 201201
Helena MT 59620-13301