

the montana archivist

Montana to Host NWA!!!
*Join colleagues from across the region
 to celebrate and learn*



MHS archives staff

Upcoming Events, Conferences and Training Opportunities

March 24-26, 2011

Lewistown, Montana, Museums
 Association of Montana Annual Meeting

April 6-9, 2011

Billings, Montana, Montana Library
 Association Annual Conference

April 20-23, 2011

Helena, Montana, Northwest Archivists
 Annual Conference

June 6-17, 2011

Washington, D.C., Modern Archives
 Institute

Sept. 22-29, 2011

Chicago, Illinois, Society of American
 Archivists Annual Meeting

The 2011 Northwest Archivists Annual Meeting will be held in Helena, April 21-23 at the Great Northern Hotel and Conference Center. Montana will host archivists and records managers from across the Northwest—including Oregon, Washington, Idaho, and Alaska. The conference will include great training opportunities, informative presentations, and an opportunity to network with colleagues from across the region.

Workshops include an all-day Electronic Records Basics course; a half-day Project Management for Archivists class, and a second half-day offering on Financial Management for Archivists.

Presentation topics range from appraisal of government records and manuscript collections, to digitization projects, to the student archivist experience, to Native American collections Protocols.

Social events will include a reception at Helena's famous Montana Club, and a BBQ at the Klefner ranch. The latter will feature music by the String Beings (folk/Bluegrass) and ghost stories from *Spirit Tailings* author Ellen Baumler!

See the NWA website for conference hotel, event schedule and on-line registration information. <http://northwestarchivistsinc.wildapricot.org/AnnualMeeting> Application form also included in this newsletter.

When making hotel reservations at the Great Northern, be sure to mention you are attending the conference and you will get the discounted rate. Hotel rooms are filling up fast, so we are encouraging folks to get registered now, and where possible share rooms. See the "Helena forum" tab on the NWA site to find folks looking for roommates.

For more information contact Jodie Foley at 444-7482 or jofoley@mt.gov or Caitlan Maxwell at 444-4770 or cmaxwell@mt.gov



Courthouse Staff (l-r)
Linda Gershmel, Ashley Obrigewitch, Kay Garsnett,
Tara Thoeny, Leslie Skinner

SHRAB Student Archivist Project Continues in 2011!

Montana SHRAB received grant funding through the National Historical Publications and Records Commission to continue the traveling archivist project this summer. Heritage institutions are encouraged to apply to receive 320 hours of assistance from an Archives and Records Management graduate student from Western Washington University or University of Wisconsin at Milwaukee. Any Montana institution with significant archival responsibilities will be eligible to apply.

The 2010 Student Archivist, Kay Garsnett, a graduate student from the University of Wisconsin at Milwaukee, spent seven weeks working in Winnett with the Petroleum County Clerk and Records office. During the course of her stay she surveyed the records, helped prepared disposal requests for items, cleaned up and organized the storage areas, prepared records for microfilming, provided archival/ records management training to staff and county commissioners and provided public training regarding the importance of local government records and their preservation. Petroleum county staff were also left with instructions on how to continue the work Kay started. Kay earned great work experience and the Petroleum County staff gained some much needed training and assistance.

If you could use similar assistance in your institution....PLEASE APPLY!!!

Application deadline is March 15.
See insert for application form.



Petroleum County Courthouse,
Winnett, MT



SHRAB Offers Scholarships: Apply today to support travel to April workshops and attendance at NWA Conference!

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce the availability of \$500 worth of scholarship funds. Scholarship funds are available to paid and volunteer staff of Montana's cultural heritage institutions to support 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 insert for application form. Apply today to support attendance at Northwest Archivists meeting in Helena, April 21-23!

Montana Historical Society Offers Two Fellowships

• **JAMES H. BRADLEY FELLOWSHIP:** The Montana Historical Society's Research Center offers up to two James H. Bradley Fellowship(s) every summer to graduate students, faculty, and/or independent scholars pursuing research on Montana history. Each Fellowship includes a stipend of \$2,500. The recipient(s) of the award is expected to be in residence conducting research for the equivalent of four weeks between June 1 and October 31. 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 Society's quarterly journal, *Montana: The Magazine of Western History*, within one year of their residency.

Award Criteria

- Suitability of research to the Society's 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
- 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 at least 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.

• **DAVE WALTER RESEARCH FELLOWSHIP:** In an effort to encourage the study of local history in Montana and honor a beloved colleague, the Montana Historical Society awards the Dave Walter Research Fellowship annually. This fellowship will be awarded to a Montana resident 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

continued on page 4

- 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 to be conducted, including the specific collections at the Montana Historical Society that you intend to use; a 1-2 page resume, and a letter of recommendation.

Dave Walter Fellows will not compete with the Bradley Fellowship applicants for awards.

Applications for either fellowship must be postmarked no later than March 1st and sent to the James H. Bradley or Dave Walter Research Fellowship Selection Committee, Montana Historical Society, PO Box 201201, Helena, MT 59620-1201. Email: mhslibrary@mt.gov or call (406) 444-2681. Announcements of the awards will be made in early April.

Questions about the fellowships should be directed to Molly Kruckenberg, Research Center Manager, at mkruckenberg@mt.gov.

Grant Opportunities

National Historical Publications and Records Commission (NHPRC):

Digitizing Historical Records Grants: The National Historical Publications and Records Commission (NHPRC) seeks proposals that use cost-effective methods to digitize nationally significant historical record collections and make the digital versions freely available online. Grants are normally for 1 to 3 years and up to \$150,000. Draft Deadline: April 1, 2011 (optional). Final Deadline: June 9, 2011.

National Endowment for the Humanities

See <http://www.neh.gov/grants/guidelines/SCHC.html> :

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 significant humanities collections. These may include special collections of books and journals, archives and manuscripts, prints and photographs, moving images, sound recordings, architectural and cartographic records, decorative and fine art objects, textiles, archaeological and ethnographic artifacts, furniture, historical objects, and digital materials. Applicants must draw on the knowledge of consultants whose preservation skills and experience are related to the types of collections and the nature of the activities that are the focus of their projects. Types of projects include collection assessments, conservator consultations, preservation supplies, environmental monitoring equipment, and education.

Grants of up to \$6,000 will be awarded. All grants are awarded for a period of eighteen months, although a grantee may complete a project in a shorter period of time. Cost sharing is not required in this program. If eligible expenses are more than

\$6,000, an applicant may cover the difference and show this as cost sharing in the project's budget.

Deadline May 3, 2011

Program questions should be directed to NEH's Division of Preservation and Access at 202-606-8570 or preservation@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Humanities Montana

See <http://www.humanitiesmontana.org/Grants/grants.php>:

Humanities Montana-funded projects have included conferences, workshops, and seminars; lecture series, panel discussions, and public debates; exhibits, programs, and catalogs; oral history projects; research fellowships; programs for schools and teachers; radio, television, video, and film projects; book festivals; book publication; planning for humanities programs; and reading and discussion programs.

Eligible sponsors include nonprofit, governmental and education groups, including schools, colleges, and universities; museums, libraries, and historic preservation societies; state or local government agencies; unions, business and professional groups, and social service organizations; community, religious, or tribal groups; non-commercial media firms; and ad hoc groups.

All Humanities Montana-funded projects must have a central focus in the humanities; a clearly defined theme; include professional humanists in the planning and execution of the project; avoid advocacy; include a public program that involves the audience in a humanities discussion; have publicity and evaluation plans; and provide a 1:1 cost-share of in-kind or other funds.

GRANT DEADLINES: Applications for \$5000 and less are due the 20th of Feb., May, August, and Nov. Applications over \$5000 are due 20th of April, August, and Dec.

Digital Preservation Resources

Sami Pierson, Director Lincoln County Public Libraries

Digital preservation is so important and certainly much talked about. But the whole idea can be so overwhelming. The following resources can help those who are thinking about digital formats and planning for their preservation:

- This glossary, produced by Digital Curation Centre in Edinburgh, Scotland, provides concise definitions on a wide variety of digital topics, some with links to even more information. <http://www.dcc.ac.uk/digital-curation/glossary>

- For a good article on why digital preservation is important see Jeff Rothernberg's easy to read and understand article "Ensuring the Longevity of Digital Information". <http://www.clir.org/pubs/archives/ensuring.pdf>

- If cartoons are more your style, watch these humorous videos to see how Digiman along with Team Digital Preservation save the day. <http://www.youtube.com/user/wepreserve>

- Cornell University Library developed and maintains a tutorial about digital preservation at <http://www.icpsr.umich.edu/dpm/dpm-eng/oldmedia/index.html>. The takes a step by step approach to developing a digitization project. It also includes a great Chamber of Horrors section, showing a great variety of obsolete media.

- The Digital Records Preservation Where to Start Guide <http://bit.ly/9p2o71> is another good starting point for planning.

- Digital records can be intimidating but with the right planning and implementation, they can be managed effectively.

With such great resources available, any project large or small can be planned and executed successfully. Ya just need to get started!

Conferences and Training Opportunities

1. Big Sky Country will host the 2011 Northwest Archivists Conference in Helena, Montana, April 21-23. The meeting will be held at the Great Northern Hotel. See NWA webpage for details (<http://northwestarchivistsinc.wildapricot.org/AnnualMeeting/>)

2. 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.

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

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>.

3. Society of American Archivists Annual Conference:

Next year's theme is "ARCHIVES 360°". The conference will be held in Chicago, August 22-27, 2011. See SAA website: <http://www.archivists.org/conference/>

4. SAA Continuing Education Calendar for 2010/2011:

Web Seminar Thinking Digital: Practical Session to Help You Get Started

(Available through Sun, Jun 19, 2011) SAA Member \$145.00. Nonmember \$175.00

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! Discussion includes: Quality choices, Cataloging/metadata choices, Management choices, Storage choices, Delivery choices, and Digital records choices.

Who should register? Archivists and others who are responsible for planning and implementing digitization projects at the beginning and intermediate level. Ask your colleagues, students, or staff to join you in learning together over lunch or breakfast – in the convenience of your conference room, office, or classroom. Gather around a PC and a speaker phone and get information and tools that will help you adapt your skills to the digital environment.

5. Tribal Archives, Libraries, and Museums, 2011-2012. Workshops, Institutes, and Conferences:

- **Tribal Museums/Cultural Centers Institute** Fort Lewis College, Durango, CO April 2011
- **Leadership Development for Tribal Archives, Libraries, and Museums** Honolulu, HI October 2011
- **National Conference of Tribal Archives, Libraries, and Museums** Tulsa, OK June 2012

Controlling the Past: Documenting Society and Institutions - Essays in Honor of Helen Willa Samuels. Terry Cook, Editor

In this compelling and wide-ranging volume, seven essays explore the nature, influences, and ethics of archivists and their roles in appraising records, documenting society and its institutions, and describing records with digital tools. A pair of retrospective reflections round out the volume, including one from Samuels, who reflects on the origins of her work on appraisal. Just as archivists shape what society can know about itself through documentation, so, too, this book is bound to shape contemporary archival perspectives about the challenges and responsibilities of "controlling the past." Read it and see.

SHRAB Publication Available Online

Montana SHRAB's manual, *Preferred Practices for Historical Repositories* is 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.

New Resources

SAA Publications

(see <http://www2.archivists.org/>)

Many Happy Returns: Advocacy and the Development of Archives
Edited by Larry J Hackman

Twenty-three well-versed archivists and allied professionals provide sound advice and teach you how to advocate effectively for your archives. The book describes seven categories of advocacy lessons learned from case studies and suggests areas that archivists should give higher priority, particularly in finding and using external advocates. The book concludes with essays on advocacy and archival education, the use of new technologies to build support for archives, and advocacy at the federal level. Also included are suggested further readings.

This book ably demonstrates that archivists can (and should!) invest time in advocacy efforts to produce "many happy returns" for themselves and their archives. And now, so can you!

Board Members

Judy Ellinghausen, Great Falls
Jodie Foley, Helena
Peggy Gow, Deer Lodge
Donna McCrea, Missoula
Sami Pierson, Libby
Kim Allen Scott, Bozeman

2011 MONTANA SHRAB Student Archivist Program

Institutional Application

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce a new on-site assistance program to cultural heritage institutions in Montana whose duties include the care and preservation of historical records. A student archivist from the Western Washington University Archives and Records Management Program or University of Wisconsin at Milwaukee Library and Information Sciences program will provide 320 hours of assistance to one Montana heritage institution over the summer of 2011. Students will provide assistance based on specific goals set by the institution and may include archival surveying, processing, cataloging, basic conservation, training and creation of finding aids.

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

Application DEADLINE: March 15, 2011.

APPLICATION FOR ON-SITE ASSISTANCE: (limit responses to 2-pages total)

Applicant Name: _____ Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

What is your institution's annual budget? _____

How many FTE (full time equivalent) paid employees does your institution have? _____

How many FTE (full-time equivalent) volunteers does your institution have? _____

What assistance would the student archivist provide your institution? How does this fit your institutions goals/mission?

Briefly outline your institution's experience with historical records. Include any related special projects that your institution has worked on or is currently involved in.

Please complete and attach a one-page project description that includes specific goals to be accomplished by end of the students stay. (This may include but are not limited to linear feet processed or inventoried, finding aids completed, guidelines and procedures established, and/or cataloging entries created).

2011 MONTANA SHRAB PROFESSIONAL DEVELOPMENT SCHOLARSHIP

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce the availability of \$500 in scholarship funds for 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: jofoley@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.



the montana archivist

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

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Helena MT 59620-13301