

Society of Indiana Archivists Annual Meeting

April 27-28, 2012



University of Indianapolis
Schwitzer Conference Center
1400 East Hanna Avenue
Indianapolis, Indiana 46227

Dear Fellow Archivists,

The Board of Directors of the Society of Indiana Archivists is pleased to invite you to attend the 2012 Annual Meeting, and Workshop, held on April 27 and 28. Our host will be University of Indianapolis. We are excited to welcome you to this new location. We are also excited to announce we will be offering ACA Recertification credits for both the Workshop and Conference. Please check our website often for updates about possible LEU credits available.

This year's meeting theme is "Outreach." Our program will offer different perspectives on how we can make our collections visible to the public.

Our pre-conference workshop, **Disaster Preparedness and Salvage** will teach you about the importance of having a disaster plan. Elizabeth Hague, Conservation Technician of the Indiana State Archives, and Stephanie Gowler, Conservator at the Indiana State Library, will walk participants through disaster plan templates and the basics of emergency preparedness. The second portion of the workshop will be a hands-on exercise in salvaging wet collections materials.

Join us after the workshop for a night on the town in the Fountain Square historic district at Santorini, a fine Greek restaurant. <http://www.santorini-greek-kitchen.com>

On Saturday, April 28, there will be opportunities to learn so much: How to organize chaos into a brand new archives, how to create new ways to invite the public to visit your collections, how to use digitization, single-handedly or in collaborative projects, how to use statistics to improve your programs, and, by popular demand, a session on grant writing.

Please plan to travel to Indianapolis in April for another great annual meeting. We look forward to seeing you.

The SIA Board of Directors
www.inarchivists.org

We want to give a special thanks to the University of Indianapolis for generously allowing us the use of their facility for this annual meeting.

Society of Indiana Archivists Annual Meeting Schedule

April 27-28, 2012

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Indianapolis

Friday, April 27 - Day 1: Pre-Conference Workshop

1:00 pm-4:00 pm: Disaster Preparedness and Salvage Workshop

*Presenters: Elizabeth Hague, Indiana State Archives
Stephanie Gowler, Indiana State Library*

Protecting our collections is a core responsibility of archivists. It's easy to let making a disaster plan stay on the "back burner" while we tend to our other responsibilities. Creating a disaster plan will help you respond when and if an emergency occurs. Elizabeth Hague, Conservation Technician of the Indiana State Archives, and Stephanie Gowler, Conservator at the Indiana State Library, will teach you about the importance of having a disaster plan. They will walk participants through disaster plan templates and the basics of emergency preparedness. The second portion of the workshop will be a hands-on exercise in salvaging wet collections materials.

Indiana State Library LEU and/or Academy of Certified Archivists credits are available for participants.

Registration limited to 30. Please sign up as soon as possible. Special Fee: \$10.00

5:30 pm-7:30 pm: Dinner outing at Santorini (<http://www.santorini-greek-kitchen.com>) for **networking and fun**. All workshop and conference attendees (and their guests) are invited to dine.

Saturday, April 28 - Day 2: Conference

8:30 am-9:30 am: Check-in, registration, and networking, with coffee and pastries.

(The registration table will remain open through the first session for late registrations and check-ins)

9:30 am-10:30 am: Kids in the Archives: The Role of the Archives in Indiana History Day

A panel of four people led by Sally Childs-Helton will discuss how to encourage kids to make use of archives.

Presenters: Sally Childs-Helton, Ph.D., Special Collections, Rare Books and University Archives Librarian, Butler University; Matt Durrett, Coordinator, National History Day in Indiana, Indiana Historical Society; Linda Crady, 5-6 History Teacher, Sycamore School; Janna Bennett, Children's Museum of Indianapolis, Indiana History Day Judge.

10:30 am-10:45 am: Break and Conversation

10:45 am-11:45 am: Concurrent Sessions A/B

A) And Indiana's Newest Member of the Archives Family Is?

The trials and tribulations of a lone arranger to transform a disorganized chaos into a visible archives in record time.

Presenter: Richard Bernier, Interim Director and Archivist, Rose-Hulman Library.

B) Outreach Initiatives by Graduate Student Workers at IU-B Archives and Special Collections:

Work at the Archives of Traditional Music, the Kinsey Institute, the IU Art Museum, and the Lilly Library, including brochures, student conferences, tours, displays, newsletters, and social media. The results of a survey given to IU-B SLIS students on the effectiveness of various outreach tactics in regard to student use of the archives, will be presented..

Presenters: Sarah McAfoose, Taylor Greene, Brianna Marshall, Valerie Lazalier, IU-Bloomington.

11:45 am-12:00 pm: Break and Conversation

12:00 pm-1:45 pm: Lunch and SIA Members' Business Meeting

1:45 pm-2:45 pm: Concurrent Sessions C/D

C) Collaborative Options for Digital Outreach: Indiana Digital Archives and Indiana Memory

In today's world, archival repositories need to provide online access to their original research materials. Creating and maintaining a digital library online may be cost prohibitive. The Indiana Digital Archives and Indiana Memory offer a collaborative way for archival organizations to provide internet access to collection materials while assuming only minimal costs. The speakers will describe their individual programs and discuss ways in which smaller organizations may participate.

Presenters: Jim Corridan, Indiana State Archivist, Connie Rendfeld, Indiana State Library.

D) Introduction to Archives Online

Brief history of Archives Online and introduction to its contents And functionality, including presentation of digitized collections at the folder level (as opposed to the more usual item-level). Will look at how the programs uses patron requests for digitization to build the collections.

Presenters: Dot Porter, Indiana University Digital Library Program.

2:45 pm-3:00 pm: Break and Conversation

3:00 pm-4:00 pm: Concurrent Sessions E/F

E) Warp 9 Grant Writing

Will explore ways to identify local, state and federal sources then learn how to prepare and write a solid funding proposal.

Presenter: Donna Browne, Muncie Public Library

F) Gathering and Analyzing Web Use Statistics: A Practical Tutorial for Archivists

How to develop a strategy for tracking and analyzing web use statistics for the better management of an online presence for archival repositories. By gathering these statistics, archival repositories can access data to inform the creation of web content, evaluate the successes of digital outreach efforts, gain a better understanding of how digital patrons access and navigate online material, and support arguments for funding of digital initiatives.

Presenter: Michael Szajewski, Ball State University

Meeting Location

The University of Indianapolis is located just south of Downtown Indianapolis
1400 East Hanna Avenue. For driving directions, visit the UIndy link:
http://www.uindy.edu/print/driving_directions

Schwitzer Student Center is located along Hanna Avenue, between State and Otterbein.
The conference center is located in the basement of Schwitzer, on the south side. For this reason, it is
best to enter from the doors just below the United Methodist Cross.



Main Entrance



Conference Center Entrance

Parking

UIndy is one of very few campuses nationwide that offers free parking to its students, staff and visitors. Parking Lots **#14 and 16** are the closest to Schwitzer Center (**G** on the map). They are accessible best when driving westbound on Hanna, from Keystone Avenue. Lot **# 11** is at the back of the building.

For a printable map of the campus, visit http://www.uindy.edu/print/campus_map

Hotels

We do not have room blocks at hotels in the area, but there are a few hotels nearby. Note that this is a week before the races, therefore we encourage you to book early. You may also want to consider the Greenwood area which might be less booked than Downtown Indianapolis.

Rather than our suggesting hotels, you may want to check through www.bookings.com. They have great deals, often with free cancellation up to 24 hours ahead.

Help Us Plan the Annual Meeting

Please indicate with a check mark which session or event you will be attending; it helps us determine room size and seating allocations, and will reserve your spot for dinner Friday night and a space at in the café for lunch. Please return this page with your registration form.

Friday, April 27: (Limited to 30 participants)

1:00 pm-4:00 pm

- Pre-Conference Workshop: Disaster Preparedness and Salvage**

5:30 pm-7:30 pm

- Dinner Outing at Santorini** (Check box to reserve your spot)

Saturday, April 28

8:30 am-9:30 am

- Check-in & registration (Continental breakfast served)**

9:30 am-10:30 am

- Kids in the Archives: Role of Archives in History Day**

10:45 am-11:45 am

- A: And Indiana's Newest Member of the Archives Family Is?**
- B: Outreach Initiatives by Graduate Student Workers at IU-B Archives and Special Collections**

} Choose one

12:00 pm-1:30 pm

- Lunch and SIA Business Meeting** (*Italian buffet, meat and vegetarian- Included in Registration*)

1:45 pm- 2:45 pm

- A. Collaborative Options for Digital Outreach: The Indiana Digital Archives and Indiana Memory**
- B. Introduction to Archives Online**

} Choose one

3:00 pm-4:00 pm

- A. Warp 9 Grant Writing**
- B. Gathering and Analyzing Web Use Statistics: A Practical Tutorial for Archivists**

} Choose one

ACA Recertification Credits/LEU Credits

- Yes, I would like a certificate sent to me after the meeting to acknowledge the number of ACA Recertification credits I earned.

- Yes, if offered, I would like a certificate sent to me after the meeting to acknowledge the number of LEU credits I earned.

Society of Indiana Archivists

2011 Annual Meeting Registration Form



Complete the form below to register for the 2012 SIA Annual Meeting and Workshop.

If you are not an SIA member, you may join now and take advantage of the discounted SIA member registration fee.

All registrants will receive an acknowledgment of their registration and receipt.

If you are registering as a student, please make sure you include a copy of your valid student ID with your registration form.

Name: _____ Title: _____

Institution _____

Mailing Address: _____

Email: _____ Phone: _____ Fax: _____

Membership Dues (optional)

Individual Membership	\$10.00 _____
Student/Volunteer/Retiree Membership	\$ 5.00 _____
Institutional Membership	\$15.00 _____

Options: Do *NOT* include my contact information in the Membership Directory.
 Do *NOT* sign me up for the Society of Indiana Archivists Listserv.

Registration Fees

Workshop, Friday, April 27 (*Limited availability, Open to the first 30 registrants*) \$ 10.00 _____

Annual Meeting, Saturday, April 28 (*Lunch included: Italian Buffet, meat and vegetarian*)

Early-Bird Registration (if postmarked by April 07):

SIA Member:	\$25.00 _____
Non-Member:	\$35.00 _____
Student: <i>Must include photocopy of current Student ID</i>	\$15.00 _____

Standard Registration (If postmarked after April 07):

SIA Member:	\$35.00 _____
Non-Member:	\$45.00 _____
Student: <i>Must include photocopy of current Student ID</i>	\$20.00 _____

Donation to the SIA Scholarship Fund \$ _____

TOTAL ENCLOSED \$ _____

Please make your *check payable* to: Society of Indiana Archivists
Mail your check, this form, and the "Help Us Plan the Annual Meeting" page to:
Christine H. Guyonneau, Program Chair, UIndy Frederick D. Hill Archives
1400 E. Hanna Avenue, Indianapolis, IN 46227