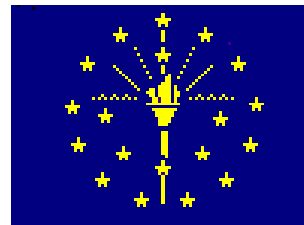


# Society of Indiana Archivists Newsletter

Fall 2004 Newsletter



## From the President

\*\*\*Editor's Note: SIA wishes to welcome Dina Kellams, Assistant Archivist at the Indiana University Archives as our president for 2005.\*\*\*

Fresh from my election to the presidency of SIA and my first SIA Board meeting as president, I am looking forward to a productive year for SIA! We talked about quite a bit, made some plans for the next year, and even discussed the future direction of SIA. I am going to do my best to fulfill the goals we have set for 2005, which includes workshops, by-law revisions, and an updated Indiana repository guide.

Before I get going, we have some new Board members to welcome, for those of you who were not at the business meeting this year – Larry Griffin from Indiana University-Purdue University Fort Wayne, Elisabeth Wilkinson from the Indiana State Library, and to our new Vice President/President-elect Sammie Morris from Purdue University. Also, many thanks to the outgoing Board members and officers – President

Sally Childs-Helton, who will now serve on the Board as the Past President, and Board members Vicky Rydzynski, Patricia Sides, and John Straw. Your service to SIA has been greatly appreciated!

I think I would like to use my space in the newsletter to fill you in on current Board discussions and our plans for the year. Please feel free to contact us if you have any questions, concerns, or would like to volunteer to assist in any of these areas – fresh perspectives are always welcome! We are here to serve YOU, so let us know what you need and want!



### Workshops – we're bringing 'em back!

Several members of the SIA leadership have been contacted in the past year with inquiries regarding spring workshops. We hear you and are thinking about **2** possible workshops for next year, one

to be held in the spring and another in the summer. Topics are still being discussed, so keep your eyes open for announcements. If there is a particular topic on which you would like to see a workshop, please feel free to contact me or any of the other members of the board and pass on your thoughts.

I would like to encourage members to take advantage of the Digital Library Project Planning Workshops announced elsewhere in the newsletter. It could provide you with an opportunity to highlight your collections by becoming part of the Indiana Digital Library. Admission to the workshops is free but enrollment is limited so you must register as soon as possible.

### Website is on the move

For several years the University of Notre Dame has hosted the SIA website with ND archivist Kevin Cawley serving as the SIA webmaster. Earlier this year, the Board decided it was time for the Society to find a home of its own and approved the **cont'd p. 3**

### Inside this issue:

From the President	1
Feature Article	2
SIA at MAC	12
Institutional Spotlight	7
Workshops and conferences	8
MAC Special Announcement	6

### Special points of interest:

- ♦ *From the President: Future directions for SIA*
- ♦ *Feature Article: The Challenge of Congressional Papers*
- ♦ *Hoosiers make their presence known at MAC.*
- ♦ *Digital Library Workshop announcement*
- ♦ *Job announcement*

## Feature Article: The Challenge of Congressional Papers

By Kate Cruikshank, Political Papers Specialist, Lilly Library, Indiana University

Congressional papers collections are among the most formidable challenges an archivist can face. They can range in size from hundreds to even thousands of archival cartons, and they may appear with minimal to no involvement by the archivist. Often the member of Congress targets an alma mater as a possible repository, with college/university administrators being the key people in negotiating the acquisition, not realizing the substantial commitment of resources necessary to making the papers accessible to researchers. The cartons may or may not come in with an inventory or some kind of overview

**“Why then, you may wonder, would anyone want Congressional papers? ”**

of the collection, they may or may not be packed in an organized manner, and they may or may not have been well cared for in storage. The papers will have been created and maintained not by one "creator" but by a staff, members of which probably maintained separate filing systems and may have played multiple roles and even changed roles (especially during campaigns). In addition, the papers will require consideration of privacy issues because of case files on individual requests for assistance of various kinds and some kinds of constituent correspondence as well. If the member of Congress chaired a committee or subcommittee, there may also be the necessity of distinguishing official committee files from personal papers, since the former must be returned to Congress and any copies of the same must be restricted under House or Senate Rules.

Why then, you may wonder, would anyone want Congressional papers? Given the almost universal limits on

time and money, how could such demanding collections possibly be worth the investment required to make them really accessible? My response is that they are a unique and extremely important avenue to understanding in detail how our representative democracy actually works -- or, as some might phrase it, *whether* our representative democracy actually works. Through Congressional papers we may be able to see not just the textbook version of "how a bill becomes a law," but the research behind the bill, the actual memos and drafts that accompany its progress, the correspondence of staff with other staff, the markups and reports, the interaction of the member of Congress with constituents during the legislative process. We also may be able to see the inner workings of campaigns as well as of Congressional groups that link more or less loosely to political parties. We may be able to see how the committee assignments of a member of Congress determine certain kinds of relationships and roles, both nationally and at home, and how those relationships and roles affect legislation. And we may begin to understand the multiple complex roles a member of Congress is called upon to play within our system of government. For a country enamored of politician-bashing, this might be a helpful study.

Archivists who find themselves facing Congressional papers now have the opportunity to build on nearly two decades of work by archivists trying to develop guidelines for how to tackle the challenge. The Congressional Papers Roundtable of the Society of American Archivists has a history of meetings and reports, resulting in such helpful publications as *The Documentation of Congress; Report of the Congressional Archivists Roundtable Task Force on Congressional Documentation* (1992). Karen Dawley Paul, who was the project director for that task force

and has served as Senate Archivist, has authored two major guides for senators, *Records Management Handbook for United States Senators and Their Archival Repositories* (2003), and *Records Management Handbook for United States Senate Committees* (1999), both published by the Senate Historical Office and part of the government documents repository program. While these guides are intended for office staff, they are invaluable for laying out guidelines for how to organize and ultimately arrange congressional papers, and they give solid guidance as to the kinds of things that might belong in each series, thus helping the archivist interpret files that may or may not reveal their provenance and history through their labels.

The recommended approach for Senate records is to use the various functions of the Senator's office and its staff as the series designations, dividing records into Legislative, Constituent Service, Press Relations/Media Activities, Office Administration, and Personal/Political/Official (possibly further subdivided into Political, Personal, and Official). The *Records Management Manual for Members of the U.S. House of Representatives*, available online (see references at end of article), suggests a similar but slightly different set of categories: Legislation, Committees, Constituents, Leadership in the House and in the Member's Party, and Congressional Membership. Obviously, variations on either of these schemes are possible and even desirable, depending upon staff organization, the activities of the member of Congress, and the kinds of records that comprise the collection. For instance, records of someone with long committee/subcommittee tenure may merit creating a separate series for that single committee/subcommittee.

**Cont'd p. 4**

## President Cont'd...

purchase of the domain name [www.inarchivists.org](http://www.inarchivists.org). A Website Committee consisting of Kevin and Ball State archivists John Straw and Daniel Hartwig has been formed to transition the current pages to our new domain. I am told the new site will be up and running by the beginning of 2005. At first the plan is to update all current information then we hope to add some new features as the year goes on.

## Guide to Indiana Repositories

While it can be a valuable resource, the latest [Guide to Indiana Repositories](#) is nearly 20 years old and is sorely in need of updating. Secretary/Treasurer Brenda Burk has volunteered to head the work of up-



dating the information. Since printing costs are quite high it was decided to focus on producing a web-only version of the directory. If SIA members want a print version there may be a limited number we can have put together by Kinko's. It will be much easier, however, to ensure information is kept current if the focus is on the web version of the document only. Look for further information on this project later next year.

## By-laws to be updated

For the past couple of years the Board has talked about the need to

revise the SIA constitution and by-laws in order to reflect current practices, such as one annual meeting, rather than the two that are specified in the by-laws. Long-time SIA member and past president John Straw has offered to chair the committee to begin the necessary revisions. Brenda Burk and Wes Wilson will also serve on the committee, but there is still a need for 2 more members on the committee. Please contact me if you are interested in volunteering for this task. Once the revisions are approved by the Board, a majority vote of the members attending next year's annual business meeting will be needed to approve the changes.

## Midwest Archives Conference

I just want to take a moment to say how proud I am that SIA was so well represented at the Fall MAC meeting in Des Moines, Iowa!!! SIA speakers included: Dennis Stoesz, Mennonite Church USA Archives; Wes Wilson, DePauw University; Todd Daniels-Howell, Indiana University-Purdue University Indianapolis; Kate Cruikshank, Indiana University; Steve McShane, Indiana University Northwest; and Philip Bantin, Indiana University. MAC is a wonderful place to get your feet wet in presenting, so I'd like to encourage all of you to submit session proposals to the Program Committee (look for listserv announcements or additional information on MAC's website at <http://www.midwestarchives.org/>).

For those of you who haven't heard, MAC is coming back to Bloomington for their Fall 2005 meeting! MAC last met in Bloomington in 1991, and we are pleased to have been chosen as the host site once again. I hope you all plan to attend. MAC meetings are always wonderful, always affordable, and the SIA Board approved a donation of \$500 to sponsor the Thursday night reception at the Indiana University Art Museum, so come take part! Not a member of MAC? Membership in-

formation is available on their website or contact me with any questions!

## Quick bits:

- **SIA records:** Brenda reports that after weeding out the many duplicates from the SIA archives, the materials are now down to 3 cubic feet with many gaps. If you have ever served as a SIA officer or Board member, **please** forward your records to her – as archivists, we all know about the importance of documentation!

**Newsletter:** Our newsletter editor has been doing a fantastic job but she is in need of material! If you would like to share information about special events, exhibits, grant announcements, staff changes, job postings, etc., please send them to Kristen at [walkerkr@indiana.edu](mailto:walkerkr@indiana.edu).



That is all for now. Again, in order to make this next year as productive as possible the SIA officers and Board members need to hear from you! Please contact us at anytime with suggestions, needs, and wants.

Until the next newsletter...

Dina Kellams

Indiana University Archives

Bryan Hall Room 201

107 S. Indiana Ave.

Bloomington, Indiana 47405

[dmkellam@indiana.edu](mailto:dmkellam@indiana.edu)

(812) 855-2323



It is worth noting that these resources are intended to guide office staff in their management of a member's records and that they thus contain suggested retention schedules for kinds of records that may or may not be included when the member's records reach the archival repository. (There is no guarantee that office staff will be using these manuals.) Each archivist needs to evaluate such records carefully for appraisal purposes, bearing in mind that the ideal is not a standardized set of Congressional papers collections across the country but rather collections that reflect individual Congressional careers and contributions as well as the inner workings of Congress. For instance, the collection of a member of Congress who placed enormous priority on service to constituents may appropriately contain a good deal more constituent correspondence than is suggested by the recommended retention schedules. Reduction of the volume of such correspondence may have to be undertaken, but sampling should be approached on the basis of content, not random sampling, since all constituent correspondence is definitely not equal.

Congressional papers cannot be processed quickly if access is going to be sufficient to get them into actual use, but here are some tips that may help cut down unnecessary time, particularly the time involved in trying to figure out dates and context. Before you even begin processing (maybe to break up the monotony of doing that first file inventory), learn all you can about the member of Congress and get a sense of the work of Congress during his/her tenure in the light of national and international events.

(1) Assemble a biography of your member of Congress (MC) from the online *Biographical Directory of the United States Congress 1774-Present*, web searches, and any obvious biographical information in the collection.

(2) Create a record of the MC's committee service, using the annual

*Congressional Staff Directories* and/or *Washington Information Directories*, both of which have sections listing committee assignments by Congressman and listing committees with their membership and staff as well as their mandates. The *Congressional Staff Directory* also provides listings of staff for each Congressman, which is worth capturing, since mysterious memos may become less mysterious through knowing who the players are.

**“Before you even begin processing learn all you can about the member of Congress and get a sense of the work of Congress during his/her tenure ”**

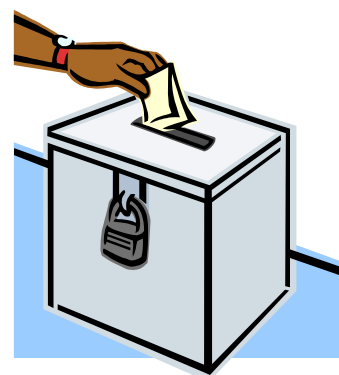
(3) Give yourself a crash course in how Congress works. The website of the Indiana University Center on Congress is rich in resources and links that can help you, including some "E-learning modules" that have been developed from actual Congressional experiences. The House and Senate websites are also excellent sources, the Rules Committee pages for each being especially helpful for understanding process (as well as possible restrictions on committee records).

(4) Take the time (and it will take time) to make a chronology of your member of Congress from the press release files. There may be press releases that you don't need to note, but this chronology will give you context that you can't find anywhere else and that you will need to date speeches, newspaper clippings, memos, and a plethora of other possible problem documents. This time invested at the beginning saves much more as you work, since you have that context in your mind and can interpret what is before much more readily. The chronology can also be an important addition to the final finding aid.

A further source of valuable information is the Congressional Papers Roundtable of the Society of American Archivists. This group

meets at the SAA annual meeting, has a website on which it publishes two substantial newsletters a year, and is also a conduit for communication between archivists working on Capitol Hill and those receiving Congressional papers at repositories. The Association of Centers for the Study of Congress has a website that provides links to its members' websites and thus to other institutions' collections (as does the SAA-CPR site) as well as summaries of issues and papers from their annual meeting.

Finally, a cautionary note: Congressional papers collections are vulnerable to at least two significant pressures. One is the temptation to focus on trying to cut down the volume, which for repositories with space restrictions can clearly be a major concern. The fact that the collection is going to take a long time to process can also be a pressure toward both cutting down the volume and restricting processing to the basics. It is worth noting that researchers surveyed in 1992 said that Congressional collections had tremendous research potential, presumably because of their volume, but that they were extremely difficult to use, presumably because of the problems of providing subject access. Providing that access is the



chief challenge archivists face in processing these collections, but it is the key to incredible riches for researchers

at many levels, since that access will allow us to use these papers not just to extol a favorite member of Congress but to investigate the often precarious processes by which we seek to maintain a representative democracy.

**Cont'd p. 5**

If we are concerned about our democratic heritage and our future, quality processing of Congressional papers appears to be a job worth doing and worth doing well.

### Sources for Archivists of Congressional Papers:

*The Documentation of Congress; Report of the Congressional Archivists Roundtable Task Force on Congressional Documentation.* Karen Dawley Paul, Project Director, 1992.

Paul, Karen Dawley. *Records Management Handbook for United States Senate Committees.* United States Senate, 1999.

Paul, Karen Dawley. *Records Management Handbook for United States Senators and Their Archival Repositories.* United State Senate, 2003

Phillips, Faye. *Congressional Papers Management; Collecting, Appraising, Arranging and Describing Documentation of United States Senators, Representatives, Related Individuals and Organizations.* Jefferson, NC: McFarland & Company, Inc., 1996.

Association of Centers for the Study of Congress website:

<http://www.congresscenters.org>

*Biographical Directory of the United States Congress 1774-Present*  
<http://bioguide.congress.gov/biosearch/biosearch.asp>

*Congressional Papers Roundtable Newsletter*  
<http://www.archivists.org/saagroups/cpr/newsletters.asp>

Indiana University Center on Congress website:

<http://congress.indiana.edu>

*Records Management Manual for Members of the U.S. House of Representatives* at

<http://www.archivists.org/saagroups/cpr/publications/HouseRM.html>

U.S. House of Representatives website: <http://www.house.gov>

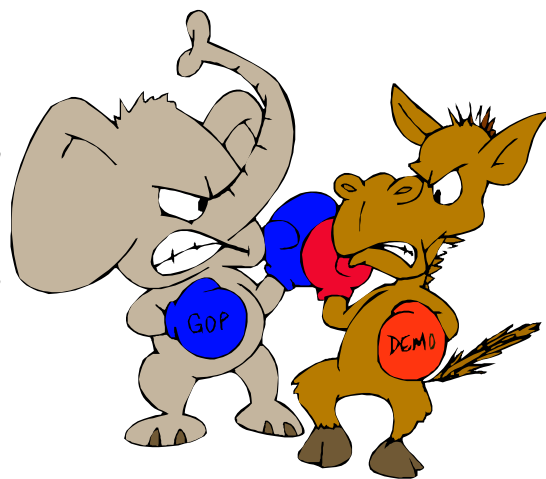
U.S. Senate website: <http://www.senate.gov>



Lee Hamilton, for 34 years (1964-1998) the Democratic representative from the rural and very Republican 9<sup>th</sup> district of Indiana, began early on to educate his constituents about the many roles of a Congressman, a formulation that evolved into twelve roles laid out in his *How Congress Works and Why You Should Care* (Indiana University Press, 2003): local representative, constituent advocate, educator, student, national legislator, committee member, investigator, consensus builder, staff manager, party leader, fund-raiser, and local dignitary. Processing his papers has included exploring how the collection will show him in these various roles and in particular being alert to those roles that define the themes of his work.

In Hamilton's case, constituent service was clearly the foundation upon which he built his career, a part of which was the role of educator, reflected in his

*Washington Reports*, legal-sized single-spaced studies of a single issue sent out weekly. Positive recognition of his voting record by conservatives points to his role as consensus builder. His concern about Congressional oversight led to a national leadership role as investigator in his co-chairmanship of the Iran-Contra investigations in 1987 and most recently vice-chairmanship of the 9-11 Commission. But his own enumeration of roles may have failed to capture the prominence he developed as long-time chairman of the Committee on Foreign Affairs subcommittee on Europe and the Middle East in creating a forum for discussion and oversight through numerous hearings on a wide array of issues. From the mid-1970s he attempted to articulate through this role the appropriate relationship of Congress and the President in foreign policy. One of the challenges of his papers is capturing these unique qualities through arrangement, labeling, and subject access.



**Midwest Archives Conference Looks to the Future—  
Submitted by Paul Eisioeffel, Nebraska State Historical Society, and  
current MAC Vice-President**

We all know how important our local and regional archival organizations are to us, both professionally and personally. While we toil in our respective stacks, saving history for another day, these organizations are out there offering support, encouragement and illumination. Groups like the Society of Indiana Archivists and the Midwest Archives Conference (MAC) are really bigger than the sum of us, and through the giving and taking of their individual members they help to make us stronger as professionals and as a profession. We have only to hook up with them to take advantage of the benefits.

At the very heart of these organizations are its meetings. Goodness knows we need them, especially in these times of diminishing resources. These gatherings blend archival continuing education with the camaraderie and accessibility we all crave. MAC has traditionally offered two meetings per year, based on the notion that the face-to-face experience with colleagues and mentors is important to our professional well-being.

Lately, MAC has realized that shrinking travel budgets and increased demands on our time have set its Spring and Fall meetings in competition with one another. While MAC wants to continue its commitment to offering educational and collegial opportunities to its members, it feels the need to better respond to the realities of its members' everyday professional lives.

With that in mind, MAC is gearing up for a change in 2006:

What was formerly known as the Spring Meeting (currently slated for Bloomington-Normal, , Illinois, April 27-29, 2006) will become MAC's Annual Meeting, with all the events, tours and broad-reaching content we've all come to expect from a MAC gathering. The Fall offering will be a slightly shorter, more content-focused symposium, feeding many of our members' needs for continuing education. For each of these Fall symposia, MAC will seek partnerships with local groups, like the Society of



Indiana Archivists. And as always, MAC's offerings will be bargains!

So, keep watching for news of MAC's meetings. You can find this and other information (like how to join, if you are not already a member) on MAC's website, [www.midwestarchives.org](http://www.midwestarchives.org). And especially mark you calendars for MAC's 2005 meetings: Chicago, Illinois (April 28-30) and Bloomington, Indiana (Fall 2005).

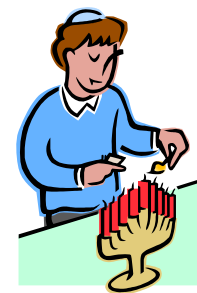
If you have any questions about MAC's meetings or would like to help in any way, feel free to contact me (Paul Eisioeffel) at 402-471-4750 or [pje@nebraskahistory.org](mailto:pje@nebraskahistory.org).

**Photographic Gems from  
the Archives...**



Photo courtesy of the Indiana University Archives.

Pictured above is Herman B Wells, the 11th President of Indiana University dressed as Santa Claus. He played Santa at Indiana University from early in his presidency until a few years before his death in 2000.



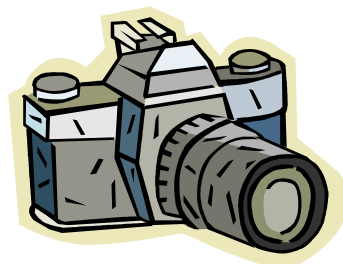
Happy Holidays to all and a happy, healthy new year too!

Have a photo in your collection you think is a gem? Share it with your fellow archivists in the SIA newsletter! Send any submissions to Kristen Walker at [walk-erkr@indiana.edu](mailto:walk-erkr@indiana.edu)

## Institutional Spot Light-- Indiana State Library Events

### December 3, Noon to 1 p.m. *John Bushemi: Combat Photographer*

Presenter: Ray Boomhower of the Indiana Historical Society  
John A. Bushemi was a good-natured, talented photographer from Gary, Indiana. Assigned to *Yank*, the weekly magazine written by and for enlisted men, Bushemi specialized in "photography from a rifle's length vantage point." Learn about his work and war-time experiences at this brown-bag lunchtime talk. Bring your lunch, listen, and learn!



### December 7, Noon to 1 p.m. *American-Japanese Relations Prior to the Second World War*

Presenter: Justin H. Libby, Professor of History - IUPUI  
Learn about the American Congressional opinion towards Japan just prior to the start of the war, at this brown-bag lunchtime talk. Bring your lunch, listen, and learn!

### February 3, 2005 4 p.m. *Freetown Village Performance: "Mother Endura"*

Learn about African-American life in 1870 Indianapolis. Mother Endura, the root woman, will talk about the importance of story telling and passing down family traditions. **Pre-registration is required**; please call 317-232-3732. or e-mail [palwahaili@statelib.lib.in.us](mailto:palwahaili@statelib.lib.in.us)

Submitted by Elizabeth Wilkinson

## Institutional Spot Light-- Academy of Model Aeronautics Job Posting

### **Job Posting:** Assistant Historian/ Archivist (entry level)

The National Model Aviation Museum, dedicated to preserving the history of model aviation is seeking an assistant historian/archivist to manage the preservation of and access to the museum's archival collection.

Responsibilities include: providing support to the AMA Historian; collecting, writing, and processing biographies and oral histories; promoting the AMA History program to AMA members, the public, and the media; collecting, managing, and processing archival collections as well as assisting archives patrons; acting as administrator for the Model Aviation Hall of Fame Program.

### Requirements:

Candidates must have a Bachelors degree in public history, archival

studies, or library sciences specializing in archives or related field experience in archival management.

Must possess excellent verbal, written, organizational, and interpersonal skills.

Computer literate - knowledge of Word and computer database software functions relating to archival collections. Familiarity with PastPerfect Collections Software is a plus.

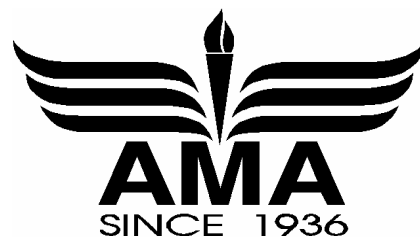
Desire to learn about aviation history, and model aviation in particular, in order to converse with modelers.

Must be able to work with archival collections that may be dusty, moldy, or contain insects. Ability to help lift and carry items which may weigh 40 plus lbs

For a complete job description please contact Mary Hurn Human Resources, Academy of Model Aeronautics, 5161 E. Memorial Dr., Muncie, IN 47302

Please submit letter of interest, resume, and writing sample to Mary Hurn by December 20, 2004.

Submitted by Michael Smith



## Institutional Spot Light-- International Congress on Archives

### Call for Papers

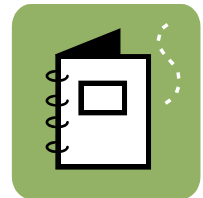
The Program Committee for the 2005 Annual Meeting of the International Council on Archives/Section on University and Research Institution Archives (ICA/SUV) is seeking dynamic and innovative speakers to submit proposals for individual papers or complete sessions. The 2005 Annual Meeting will be held at Michigan State University in East Lansing, Michigan on September 6-9, 2005. You do not need to be a member of the ICA to submit a proposal and new speakers are encouraged to take part. The deadline for proposals is January 31, 2005.

The theme of the 2005 Meeting is the comparison of Central, North, and South American college and university archives with other university archives around the world. Sub-themes of the conference include science and technology, multi-cultural archives, collecting materials across borders, collecting non-university material, and athletics. Please note that presenters will have to submit a written copy of their text six weeks in advance of the meeting for translation purposes.

Persons wishing to submit proposals should send a brief description to Fred Honhart, Michigan State University, 101 Conrad Hall, East Lansing, MI 48824.

Fax: 517.353.9319 Email: [honhart@msu.edu](mailto:honhart@msu.edu)

For more information about the conference, including hotel rates and social excursions, please see our website: <http://archives.msu.edu/icasuv/>.



Submitted by Portia Vesico, Michigan State University

## Upcoming Workshops, Conferences, and Events– Indiana State Library

### **December 9, 4 to 6 p.m.**

Librarian Irene Hansen of the Indiana State Library will share tips and sources in the free genealogy workshop ***Indiana Resources before 1850 for Family History Research***. **Pre-registration is required**; please call 317-232-3732 or e-mail [palwahaili@statelib.lib.in.us](mailto:palwahaili@statelib.lib.in.us). Join us, and learn new ways to track down your pioneer Hoosiers!

### **February 10, 2005 4 to 6 p .m., Indiana Authors' Room** ***African American Genealogy Resources at the Indiana State Archives***

A representative from the Indiana State Archives (now located on East 30th Street) will talk about resources for African American family history researchers. **Pre-registration is required**; please call 317-232-3732 or e-mail [palwahaili@statelib.lib.in.us](mailto:palwahaili@statelib.lib.in.us).

### **March 15, 2005 4 to 6 p.m. Indiana Authors' Room** ***Family History Resources at the Indiana State Archives***

The Indiana State Archives has a wide variety of resources that are useful when doing genealogy. **Pre-registration is required**; please call 317-232-3732 or e-mail [palwahaili@statelib.lib.in.us](mailto:palwahaili@statelib.lib.in.us).

Submitted by Elizabeth Wilkinson



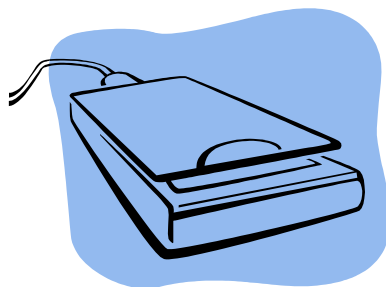
## Upcoming Workshops, Conferences, and Events **Photographic Gems from the Archives...**

### **LSTA Digital Library Project Planning Workshops: submitted by Kristine Brancolini**

To help prepare librarians and archivists to plan a successful digitization proposal for Library Services and Technology Act (LSTA) funding, the Indiana State Library and the Indiana University Digital Library Program have scheduled five workshops on Digital Library Project Planning and Implementation. The workshops will be 3 hours each, and will take place between December 14 and 16, 2004. The presenters will be Kristine Brancolini, Director of the Digital Library Program at Indiana University, and Jenn Riley, Metadata Librarian for the Digital Library Program at Indiana University.

These workshops will provide background on the recent activities led by the State Library to create an Indiana Digital Library and prepare attendees to submit LSTA digitization grant proposals. In 2005, the State Library will be awarding (LSTA) grants for digitization based upon new standards, guidelines, and collection development recommendations designed to create high-quality online resources on the history and culture of Indiana. The 3-hour workshops will prepare attendees for submitting LSTA proposals by addressing the steps in the project-planning process, including selection for digitization, finding appropriate partners, options for metadata creation, digital conversion, budgeting, storage and delivery of digital library content, and more. Workshops will be held in locations listed below. Admission is free, but space is limited so attendees must register, by faxing or mailing a registration form. The form is available on the Indiana State Library Digital Summit

website:  
<http://www.statelib.lib.in.us/www/isl/diglibin/index.html>.



If you have questions or need assistance, contact Kristine

Brancolini, either by email ([brancoli@indiana.edu](mailto:brancoli@indiana.edu)) or by phone (812.855.1730).

December 14, 9:00-Noon, Scott County Public Library, Scottsburg  
December 15, 1:00-4:00, Peabody Library, Columbia City  
December 15, 1:00-4:00, Kokomo Public Library, Kokomo  
December 16, 9:30-12:30 (CST), Porter County Public Library, Valparaiso  
December 16, 9:00-Noon, Indiana University, Bloomington

Kristine R. Brancolini, Director, Digital Library Program

Main Library E170, 1320 E. Tenth Street

Indiana University, Bloomington, IN 47405

Phone: 812.855.3710 | Fax: 812.856.2062 | Web: [www.dlib.indiana.edu](http://www.dlib.indiana.edu)



Photo Courtesy of the Indiana University Archives.

Pictured above is Herman B Wells in the President's Office decorating the office Christmas tree in 1950. Pictured with him are Vera Rohrbarg and Katherine (Kitty) J. Stentzel.



Happy Holidays to all and a happy, healthy new year too!

Have a photo in your collection you think is a gem? Share it with your fellow archivists in the SIA newsletter! Send any submissions to Kristen Walker at [walkerkr@indiana.edu](mailto:walkerkr@indiana.edu)

## Upcoming Workshops, Conferences, and Events



Mark your calendars for the 2005 Annual Meeting in New Orleans, LA., Aug. 15-21, 2005!

Please point your browser to <http://www.archivists.org/conference/index.asp> for more information on this upcoming meeting.

Continuing Educational Opportunity:

### **Administration of Photographic Collections**

#0537

Edwardsville, IL ([Hotel and travel information](#))

Co-sponsor(s): Southern Illinois University, Edwardsville

**Friday, April 29, 2005 – Saturday, April 30, 2005**

9:00 AM – 5:00 PM

Continuing Education Units (CEUs): 1.5

ACA Archival Recertification Credits: 10

### **REGISTRATION FEES:**

**Early bird (on or before 3/29/2005):** SAA Member – \$285; Nonmember – \$320

**Regular (after 3/29/2005):** SAA Member – \$360; Nonmember – \$395



### **Midwest Archives Conference Spring Meeting returns to Chicago!**

When: April 28-30, 2005

Where: Wyndham Chicago

For more information see the MAC Chicago website at :

<http://www.midwestarchives.org/chicago/contents.html#>

### **Midwest Archives Conference to return to Bloomington, Indiana, Fall 2005!**

Dates and the program have yet to be determined, but the conference will be held on the campus of Indiana University for the first time since 1991 during the Fall of 2005. Accommodations will be available through the Indiana Memorial Union. This conference will be held during “peak” leave season in Brown county so plan a little excursion for yourself and family while attending a professional conference promised to be chock-full of practical information for you to take back to your repositories! Also consider presenting a paper. We want strong SIA representation! Look for a call for papers on the Archives and Archivists listserv or the MAC website (<http://www.midwestarchives.org/>) from the program committee co-chairs Mary Ellen Ducey and Ellen Swain in the next few months.

## Upcoming Workshops, Conferences, and Events– Indiana Historical Society

**Friday, January 28, 2005**

**Time:** 9 a.m. - Noon

**Location:** Indiana History Center

**Cost:** \$25; \$20 members

Many people start genealogy research because of the discovery of an intriguing family letter or document. Learn how to preserve your family treasure at this preservation workshop for original family documents. Participants should bring a certificate, letter or other family document to receive specialized advice by IHS conservation staff. This hands-on workshop will show how to evaluate the condition of the paper, surface clean and create an archival enclosure. Participants will see a demonstration of how to humidify and flatten items that have been rolled for many years and store them with care. Staff will advise whether specialized treatment is recommended for items and where private conservation labs in the region are located for conservation treatment. Only single-sheet paper items allowed; no photographs or pamphlets will be encapsulated. Documents can be double-sided.



**Saturday, February 12, 2005**

**Time:** 10 a.m. to 2 p.m.

**Cost:** \$10 members; \$15 non-member guests

**Location:** Indiana History Center

Be among the first to view The Faces of Lincoln, a new permanent changing exhibition featuring original Abraham Lincoln materials purchased by the IHS in 2003. The exhibition and related programming was made possible by a generous gift from the Lilly Endowment, Inc.

Members can enjoy the exhibition, refreshments and a performance in the theater at 11 a.m. featuring Michael Krebs and Debra Ann Miller as Abraham and Mary Todd Lincoln. (For more information on the performers visit <http://www.abrahamlincolnperformance.com/> )

To order tickets call (317) 234-2670.

**Saturday, February 19, 2005**

**Time:** 10 a.m. - noon

**Location:** Indiana History Center

**Cost:** \$10; \$5 members

"How to Use a Research Library: Introductory Workshop to the IHS Library"

Staff from the William Henry Smith Memorial Library will provide an orientation about the library and its vast collection of materials concerning the history of Indiana and the Old Northwest. The orientation will consist of a tour of the library, including access to behind-the-scenes areas not normally available to the public, instruction on the various methods of searching the collection and more. Participants also will be able to see many treasures from the library firsthand. To register, call (317) 232-1882.

## Upcoming Workshops, Conferences, and Events– Indiana Historical Society Cont'd



**Friday, April 15, 2005**

**Time:** 5:30 - 8 p.m.

**Location:** Indiana History Center

The Indiana Historical Society Midwest Railroad Research Center will present "Lincoln and the Railroads" on April 15 & 16 at the Indiana History Center. The symposium will address Abraham Lincoln's ties to America's rail industry and his contributions to railroad history. The opening reception and keynote address will take place on Friday, April 15, followed by plenary sessions on

Saturday, April 16. To request a brochure call (317)232-1882.

## SIA Members at MAC, Des Moines, Iowa, October 28-30, 2004:



**Pictured at left:**

Steve Towne, Assistant Archivist, IUPUI University Archives and Dina Kellams, SIA President 2005.

**Pictured at Right:**

Members of the panel for "The Web and Its Impact on Archival Work," from left to right: Robert Garrett, State Archives of Michigan, Wes Wilson (SIA Member), DePauw University, Joshua Ranger, University of Wisconsin-Oshkosh, and Mark Shelstad, University of Wyoming.



\*Both photos come courtesy of Brenda Burk.

## Fall 2004 Newsletter

Kristen Walker  
SIA Newsletter Editor  
201 Bryan Hall  
107 S. Indiana Ave.  
Bloomington, IN 47405

Phone: 812-855-3322  
Fax: 812-855-8104  
Email: walkerkr@indiana.edu



## Purposes of the Society of Indiana Archivist:

**Provide** the means by which individuals engaged in archival and manuscript programs in Indiana can work together to promote the establishment of archival depositories and understanding of the use of records.

**Develop** an archival and manuscript methodology in Indiana through the sharing in various concepts, techniques, and guidelines.

**Foster** standards of competence in archival and manuscript repositories within the state.

**Establish** a code of ethics promoting professionalism throughout the Society.

**Pursue** fruitful cooperation with professions in related disciplines, as historians and librarians, as well as record creators and custodians.

**Support** the exchange of ideas through a publications program.

**Serve** as a liaison organization between individuals in Indiana having record problems and regional and national archival, manuscript, historical, and records management organizations.

## Invite a Fellow Indiana Archivist to Join!

The Society of Indiana Archivists invites you to renew your commitment or ask a fellow archivist to join in protecting the state's documentary heritage. Members receive an annual subscription to the *SIA Newsletter*, as well as other occasional publications issued by the Society. Members enjoy full voting privileges at the Society's business meetings and are eligible for service on its committees, Board of Directors, and for election as executive officers.

Please join the Society of Indiana Archivists by completing the [application form](http://archives1.archives.nd.edu/sia/join.html) at <http://archives1.archives.nd.edu/sia/join.html> once completed please mail it, along with your dues, to the SIA Secretary / Treasurer, Brenda Burk at:

IUPUI University Library  
755 West Michigan Street  
Indianapolis, IN 46202  
Phone: (317) 278-2329

**Thank You!!!**