



ARCHIVAL ARRANGER

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VOLUME 16, ISSUE 2

WINTER 2010

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Message from the Chair

Happy New Year, everyone! 2010 promises to be a good year for the Delaware Valley Archivists Group, as we celebrate our 30th birthday. I wanted to commend outgoing Chair Christine DiBella for her leadership last year. In 2009, DVAG continued its tradition of organizing tours of the Philadelphia area's fine repositories. DVAG also continued to bolster its reputation on the national level by co-sponsoring SAA workshops, drawing many local archivists but also practitioners from as far away as California. Finally, in a slight departure from DVAG's normal programming, we organized two topic-driven meetings, one on Web 2.0 technologies, the other regarding electronic records management that were well attended and well received by our members. We look forward to continuing each of these initiatives in the coming year.

**Time to
renew your
membership!
See page 10**

The Planning Committee is excited to welcome three new members to the board. John Pettit will serve as one of three Members-at-Large, Adrienne Pruitt is our new Secretary (with outgoing Secretary Valerie-Anne Lutz van Ammers taking over one of those Member-at-Large spots), and Margaret Graham will be our Vice-Chair/Chair-Elect. As Vice-Chair, Margaret coordinates all of DVAG's programming, so if you are interested in hosting a DVAG event or you have suggestions for future meetings, please contact her at vicechair@dvarchivists.org.

We do have one member rotating off the Planning Committee this year. Rob Sieczkiewicz has been a DVAG officer for five years, first serving as Membership Coordinator and then as Vice-Chair, Chair, and Past Chair. Rob's leadership, judgment, and organizational memory have proven critical to the success of our organization, and I thank him for his service.

As DVAG enters the new year, we are enjoying one of the main initiatives of Christine's tenure as Chair: a new website. Our new Web Coordinator, Lisa Grimm, has used her considerable coding and web design skills to give DVAG an online facelift. If you haven't seen the site already, I encourage you to visit it at www.dvarchivists.org. And don't forget to connect with your fellow DVAG members by becoming a friend on our Facebook page (just search DVAG in Facebook). If you've got any blandishments or suggestions regarding the upgrade, you can reach Lisa at webmaster@dvarchivists.org.

You'll be hearing from us soon with information about the next DVAG meeting. Until then, on behalf of the Planning Committee I want to thank you for your support of DVAG events as we look forward to bringing you more great programming in the new year.

—Jordon Steele

Treasurer's Report

Balance on January 1, 2009		\$4,729.67	
Balance on September 30, 2009		\$7096.54	
	Budget	4thQ	YTD
Income:			
Interest	50	17.85	58.52
Dues	1550	1250.25	3263.80
Donations	100	143.00	329.00
Other	0	0	610.00
Total:	1700	1411.10	4261.32
Expenses:			
Election mailing	150	0	0
Web-site/Domain	150	38.80	151.39
Refreshments	600	63.26	332.02
Membership Dir	600	442.08	442.08
Repository Dir	0	309.00	309.00
PO Box etc.	100	0	72.00
Misc. expenses	100	0	30.00
Total:	1700	853.67	1337.12
Balance on December 31, 2009		\$7653.87	

Membership

2009 was a great year for membership!

We finished out the year with 194 members, including a whopping forty-nine new members. I'd like welcome five more who have joined since the start of 2010: Leslie O'Neill, Dana Lamparello, Rebecca Goldman, Sean Curry and Donna Brandolisio. I would also like to thank the following individuals for their donations to DVAG: Linda Stanley, Louis Ferrero, Kelly McCabe and others.

2009 membership directories were mailed out at the beginning of December. Please let me know if you have not received yours.

Also, don't forget to renew for 2010. A membership renewal form is provided on page 10.

If you have any questions, please email Courtney Smerz at membership@dvarchivists.org

MARAC in Wilmington

Cool Stuff Info from our Members

If you like Mexican food, the La Tolteca restaurants offer generous and affordable portions. There are a few locations in the Wilmington area; www.lastoltecas.com/de/index.php

The Corner Bistro is whimsical and a bit more upscale. Everything I've had there has been delicious! They also do a nice brunch. www.mybistro.com/

The Iron Hill Brewery is a good, affordable choice. Good food and good beer, what could be bad? www.ironhillbrewery.com/wilmington/

Buckley's Tavern is also a popular choice. www.buckleystavern.org/

In nearby Chadds Ford PA, Hank's Place is a good option for lunch or for Greek food. Its frequented by the Wyeth family. www.hanks-place.net

There's The Delaware Museum of Natural History, which has beautiful collections of seashells and eggs, as well as a really cool giant squid sculpture. www.delmnh.org

Nemours Mansion and Gardens is stunning in the spring or anytime, really. Its part of the DuPont heritage that is so prevalent in Wilmington. www.nemoursmansion.org

Past DVAG Meetings

On October 15, DVAG departed from its usual routine of repository tours to present a roundtable on electronic records management. The event was held at Penn Law School—home of the Biddle Law Library Archives—and featured presentations of electronic records initiatives at four DVAG-area repositories: the Biddle Law Library Archives, the Philadelphia Museum of Art Archives, the University of Pennsylvania Archives and Records Center, and the Philadelphia branch of the National Archives and Records Center.

I opened the roundtable with some comments about the state of our electronic records management efforts here at Biddle. I have developed policies for email transfer and electronic records retention for the American Law Institute, whose records are on deposit at Biddle. Our email transfer guidelines involve the head-

quarters exporting the previous year's worth of email as a ZIP file and sending it electronically to the Archives. While our servers likely do not constitute the vaunted "Trusted Digital Repository," I am reasonably confident of the trustworthiness of my IT staff's backup procedures. Ensuring the long-term sustainability of our electronic records is a top priority, but I did not want a lack of decision on this front to prevent me from taking the first step of acquiring electronic records.

Megan Finn followed my remarks. Megan is working at the Philadelphia Museum of Art Archives on an NHPRC grant that was awarded to her colleague, Susan K. Anderson, who serves as Archivist of the PMA. The PMA Archives has largely focused on developing sensible, easy-to-follow policies for their employees when managing their email accounts and com-

puter desktops. Megan distributed a set of guidelines to the group—if you wish to know more, you are encouraged to contact her or Susie.

Jim Duffin of the University of Pennsylvania Archives shared his experiences next. The Penn Archives runs a records center that stores departmental records for a fee, “much like Iron Mountain.” Departments contacted the Archives about converting their paper records to digital format, both to reduce storage costs and to improve accessibility. The project has been quite successful, with departments using the scanning project as an opportunity to weed duplications that already exist in other departments, resulting in a leaner, more efficient records environment.

Meg Phillips of NARA closed the session. Meg oversees the implementation of electronic records management policies at NARA. Meg is currently working on a task force with other NARA employees to revise the organization’s submission policies for electronic records. Past policies have been very narrow, but Meg and her colleagues are looking to create more flexible policies that allow for more file formats to be submitted to the Archives. With a surfeit of file formats available to users, Meg commented that preserving for the next few years, and not “forever,” appears to be a logical philosophy when dealing with preservation of digital information.

Each of the presentations in the roundtable provided a unique approach to electronic records management to deal with the unique dynamics of each archivist’s institution. However, the roundtable revealed that, despite our differences, we face many of the same challenges when sustaining electronic records.

DVAG closed out an exciting year of programming with a reception hosted by Bryn Mawr College’s Special Collections department. The upwards of 40 DVAG members who braved the somewhat adverse weather conditions were rewarded with a delightful afternoon of programming, hosted by Bryn Mawr’s Head of Special Collections, Eric Pumroy, in the Canaday Library’s well-appointed Class of 1912 Rare Book Room. In his introduction, Eric pointed out that Bryn Mawr boasts one of the largest and most significant collections of rare books on the East coast—so much so that the beautiful antiquarian monographs on display in the reception hall merely constitute the library’s 15th century holdings.

But the bulk of the program was devoted to the Bryn Mawr’s nod towards the future, particularly through digitization initiatives and related collaborative projects. David Connors gave a presentation about his experience managing the Triptych project, a consortial digital collection shared by the Tri-College system of Haverford, Swarthmore, and Bryn Mawr. The Triptych collection is a growing online catalog of each colleges’ digital collections. The partnership reflects the spirit of social conscience and collegiality that forms mission of all three schools. You can find out more about the Triptych project here: <http://triptych.brynmawr.edu/>.

Following David’s talk, Cheryl Klimaszewski discussed the challenges and successes of overseeing Bryn Mawr’s prodigious database of art and artifact records using EmbARK, a leading collections management system for managing images and catalog records of art collections. Holly Mengel closed out the programming portion of the meeting by discussing her work as Project Manager for a nascent collaborative initiative to process “hidden collections” main-

tained by member institutions who are part of the Philadelphia Area Special Collections Consortium (PACSCCL). This CLIR-funded project began in earnest in August, with Holly, her colleague Courtney Smerz (who also serves as DVAG's indefatigable Membership Coordinator), and a cadre of work-study students endeavoring to bring more archival collections to the research community. You can monitor the project's progress (and see some images of some very cool collections) at <http://clir.pacscl.org/blog/>.

As always, the programming was preceded and followed by good refreshments, good conversation, and good cheer among the Philadelphia area's archives community.

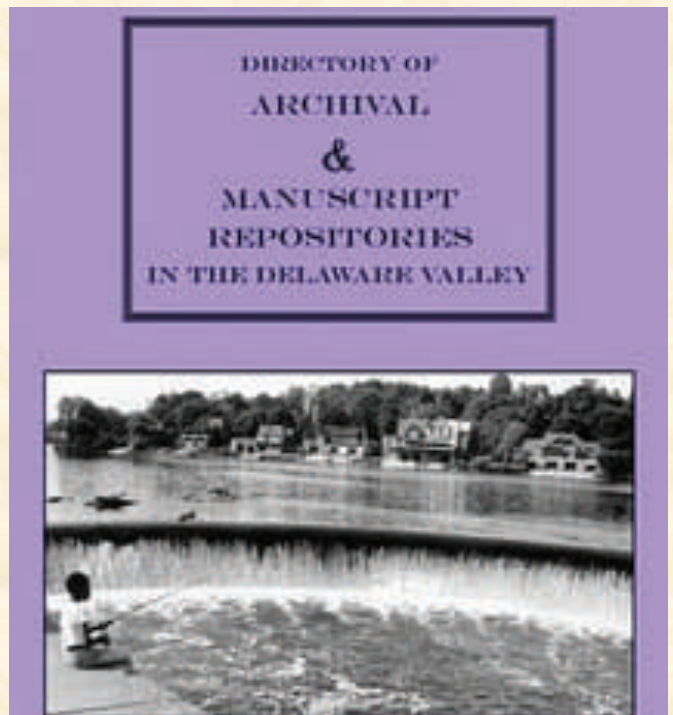
See you in 2010!

DVAG Officers and Planning Committee

Jordon Steele—Chair
Margaret Graham—Vice Chair
Adrienne Pruitt—Secretary
Lee Arnold, CA—Treasurer
Courtney Smerz—Membership
Joanne McKinley, CA—Arranger Editor
Matthew Lyons—At Large
Valerie-Anne Lutz van Ammers —At Large
John Pettit—At Large
Lisa Grimm—Web Coordinator
Christine DiBella—Past Chair

Directory of Archival & Manuscript Repositories in the Delaware Valley

The 2009 edition of DVAG's *Directory of Archival & Manuscript Repositories in the Delaware Valley* is now available. The most comprehensive listing of local archival and manuscripts institutions yet compiled, the Directory includes detailed information on 156 repositories in southeastern Pennsylvania, southern New Jersey, and Delaware. Many thanks to Directory Committee members for their hard work on the project over the last year and half: Archival Consultant Jack McCarthy, who served as Editor and Project Director, Donald F. Cornelius of the New Jersey Division of Archives & Records Management, Jaime Margalotti of the University of Delaware Library Special Collections, Adrienne Pruitt of the Barnes Foundation, and Robert Sieczkiewicz of the Drexel University Archives. The Directory is available free to DVAG members with a password as a pdf on the DVAG website and for purchase in hard copy from the online publisher Lulu.com.



American Philosophical Society Library

105 South Fifth Street, Philadelphia, PA 19106

215.440.3400 www.amphilsoc.org

NEH Grant Funds Digitization Project at APS

The American Philosophical Society received a grant from the National Endowment for the Humanities to digitize its manuscripts card catalog and create finding aids "from the bottom up" and re-house many of its most significant collections.

The core of the two-year project, which began in July, involves the digitization of the cards, the legacy of an era when manuscripts were cataloged at the item level. The cards were sent out for scanning and data entry to capture the detailed information on them and returned to the APS in the form of a database and scanned images. The data is being cleaned up by project archivists Friederike Baer and Iren Snavely, who are running queries on the data, organizing the inventories by collection, and uploading the data into Archivists Toolkit. Friederike and Iren also are writing or revising biographical essays and scope and content notes for over 200 manuscripts collections, which also will be added to Archivists Toolkit.

The fully revised finding aids, with item-level cataloging data added, will then be encoded into EAD through Archivists Toolkit and uploaded to the APS website.

Dear Sir

Monticello Mar. 24. 26

my grandson, Th[omas] Jefferson Randolph, the bearer of this letter, on a journey to the North, will pass perhaps a few days in Philadelphia. I cannot permit him to do this without presenting him to you, a friend of another century, and to whom my affections are bound by so many kind offices. he goes on a business of which you have seen much mention in the public papers. age and ill health having rendered me unequal to the care of my affairs, all are turned over to him. his retrieving them depends on his successful disposal of tickets for a part of my property, which my unskilful stewardship requires me to sell, and which, in this state, could not find a market, at a fair and just price, in any other way, than that in which our legislature has indulged me. if your knowledge of men and things can aid him with any advice which to him, as a stranger, will be useful, I know it will be kindly given. Yours, with continued friendship & respect.

B Jefferson, Th[omas], pres. U.S., 1743-1826.
V462

Letter to John Vaughan; Monticello,
March 24, 1826.
A.L.S. 1p. and add. 7 3/4" x 9 1/2"

Introduces his grandson, T.J. Randolph,
who goes to Philadelphia in connection with
sale of Jefferson's property.

FILM 199 FRAME 295
MADEIRA-VAUGHAN COLLECTION

Th. Jefferson

Drexel University College of Medicine: The Legacy Center

2900 West Queen Lane, Philadelphia, PA 19129
215.991.8340 <http://archives.drexelmed.edu/>

After a series of moves ([see blog](#)) and several years of work on a capital campaign, the Drexel University College of Medicine Archives & Special Collections is now comfortably ensconced in its new permanent home in East Falls. The move is something of a homecoming for the Woman's Medical College of Pennsylvania portion of the collection, as the College was located just a short distance



away; this move also represents the first time the entire collection has been together under one roof.

The space, located in a newly-constructed building on Drexel University College of Medicine's Queen Lane campus, includes compact shelving, a digital lab, a reading room and purpose-built office space for each staff member (with a little room to grow). To better reflect its status as a key part of the Institute for Women's Health and

Leadership, the Archives is now known as The Legacy Center; Archives staff will be working with IWHL closely to create and support programming and outreach.

The Legacy Center will host a DVAG repository tour and meeting in 2010 – keep an eye out for announcements.



CONSERVATION CENTER

for Art and Historic Artifacts

264 S. 23rd Street, Philadelphia, PA 19103

215.545.0613 www.ccaha.org

CCAHA's new Philadelphia Stewardship Program seeks regional (five county) applicants for grant-funded collections care initiative!

The Conservation Center for Art and Historic Artifacts (CCAHA) is now accepting applications for its new [Philadelphia Stewardship Program](#). This year-long program, which expands upon CCAHA's original Stewardship Program, is comprised of grant-funded tracks that are designed to aid non-profit institutions in caring for their collections. In case you missed our first call for applicants, here's one more appeal.

Previous stewardship participants welcome!

The collections care and management tracks are:

[Track I: Preservation Needs Assessment](#) - Institutions accepted into this track will receive a preservation needs assessment, which is a general evaluation of the institution's preservation needs and is the first step in developing a preservation plan for collections.

[Track II: Preservation Planning](#) - Track II participants will work with CCAHA staff to develop a long-range preservation plan that creates a course of action to help the institution to meet its preservation goals.

[Track III: Vulnerability Assessment and Emergency Planning](#) - Knowing collections risk and having a plan for emergencies is vital for collecting institutions. In Track III, institutions will work with CCAHA to conduct a vulnerability assessment. Participating institutions will be required to develop an emergency information sheet for their organization.

More information on each of the tracks and application forms are available on our website at www.ccaha.org. **Call or email for assistance in deciding which track would be best for your institution!**

Interested institutions must:

Be located within **Bucks, Camden, Chester, Delaware, Montgomery, or Philadelphia counties**.

Have a historic collection available to the public.

Make a 12-month commitment with board approval upon project completion.

Designate a staff member to manage the project.

TRAINING News

Continued from page 7

Commit to attending at least one workshop in CCAHA's **Collection Care Training Program**.

For additional information and applications go to the Surveys/Consultation page under the Services tab at www.ccaha.org. More questions? Contact CCAHA's Preservation Services staff at **215-545-0613**.

All application materials for the **Philadelphia Stewardship Program** must be **received** by **Friday, February 12, 2010**. See the application forms for additional program details, applicant requirements and details on submitting application materials.

CCAHA's **Philadelphia Stewardship Program** is funded by the **William Penn Foundation** which strives to improve the quality of life in the Greater Philadelphia region through efforts that foster rich cultural expression, strengthen children's futures, and deepen connections to nature and community. In partnership with others, the **William Penn Foundation** works to advance a vital, just, and caring community.

Philip M. Hamer and Elizabeth Hamer Kegan Award

The Philip M. Hamer and Elizabeth Hamer Kegan Award Subcommittee of the Society of American Archivists seeks nominations for the 2010 award.

This award recognizes an archivist, editor, group of individuals, or institution that has increased public awareness of a specific body of documents through compilation, transcription, exhibition, or public presentation of archives or manuscript

materials for educational, instructional, or other public purpose. Archives may include photographs, films, and visual archives. Publication may be in hard copy, microfilm, digital, or other circulating medium.

Recent winners include:

- * 2009 Ward M. Canaday Center for Special Collections of the University of Toledo's "From Institution to Independence"
- * 2008 Canadian Broadcasting Corporation and the CBC Digital Archives (Les Archives de Radio-Canada)
- * 2007 National Library of Medicine's "Profiles in Science"

Eligibility:

Individual archivists and editors, groups of individuals, organizations.

Application Deadline:

All nominations shall be submitted to the Awards Committee by February 28.

For more information on SAA awards and the nominations process, please go to <http://www.archivists.org/recognition/index.asp>.

Don't forget to check out the DVAG website!

www.dvarchivists.org

And find us on Facebook to get all the latest news.

2010 NEW MEMBERSHIP/RENEWAL APPLICATION

Membership in the Delaware Valley Archivists Group (DVAG) is open to all individuals including regular and volunteer personnel of state and local historical societies; college and university archives and special collections; federal, state, and local archives and records centers; museums; libraries; business firms; educational, religious, and medical institutions; and other groups who collect, preserve, and make historical materials available for research use.

Dues for the 2010 January-December year are \$12.00. **Or you may pay for three years (January 2010-December 2012) for \$30 — a \$6 discount.** Please consider adding a few additional dollars to your check. A little goes a long way toward our goal of enhancing and expanding the benefits of your DVAG membership. **Now you may also pay online by credit card.** Go to the DVAG web site "Membership" page (<http://www.dvarchivists.org>) and follow the directions.

For more information, contact Courtney Smerz, DVAG Membership Coordinator, at membership@dvarchivists.org.

Contact information provided below will be included in the 2010 DVAG membership directory. The email address provided below, if different from what is currently in our records or on the listserv, will be changed in both locations unless noted otherwise.

Name: _____ Date: _____

Institution: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email: _____

2010 dues \$12.00 OR \$ _____

2010-2012 dues \$30.00 \$ _____

Contribution (optional) \$ _____ **(contribution is not tax deductible)**

TOTAL \$ _____ **(check or money order payable to DVAG)**

DVAG would like to acknowledge members who make additional contributions with a notice in the DVAG newsletter, *The Archival Arranger*. If you prefer not to be listed by name, check here: ____.

Mail to: DVAG, P.O. Box 17162, Philadelphia, PA 19105-7162

The **Delaware Valley Archivists Group** was established in 1980 to provide area archivists the opportunity to exchange ideas and visit archives of all sizes throughout the region. DVAG holds quarterly meetings and offers periodic workshops for members at all levels of experience. Each meeting or workshop focuses on practical or professional issues, or the relationship of the profession to topics of current public interest. Subjects of past meetings have included space planning, new construction, conservation, micrographics and imaging, disaster preparedness, and records management. DVAG's publications include the *Directory of Archival and Manuscript Repositories in the Delaware Valley, 3rd Edition*, the DVAG Membership Directory, and *The Archival Arranger*, the newsletter of DVAG.

Membership in DVAG is open to all individuals including: students and regular and volunteer staff of state and local historical societies; college and university archives and special collections; federal, state, and local archives and records centers; museums; libraries; business firms; educational, religious, and medical institutions; and other groups who are concerned with collecting, preserving, and making historical materials available for research use. The Delaware Valley Archivists Group annual dues are \$12.00 for the membership year.

The Archival Arranger is published three times a year (fall, winter, and spring) and distributed to the members of the Delaware Valley Archivists Group. Deadlines for *The Archival Arranger* are:

Fall – Submissions due first Monday in August

Winter – Submissions due first Monday in December

Spring – Submissions due first Monday in May

Publication is three weeks after the deadline.

Editor: Joanne M. McKinley at arranger@dvarchivists.org

Membership and mailing list inquiries should be directed to Courtney Smerz, Membership Coordinator, at membership@dvarchivists.org

DVAG

Delaware Valley Archivists Group

P.O. Box 17162