

Twin Cities Archives Round Table Newsletter



President's Message:

Hello Fellow TCART'ers,

It has been a busy fall for TCART. In September, we conducted a survey of TCART members and other interested parties, seeking information to improve the organization and better understand your needs. The survey also included demographic questions designed to check in with the Minnesota archives community to see what has changed in our region since the A*CENSUS was conducted. We received 62 responses to the survey. Over the coming months we will be exploring ways to share the survey results and data with you.

One of the questions we asked in the survey was, "What archives related topics are you interested in learning more about?" By far the top two selections were Electronic Records and Digital Asset Management/Metadata. During our recent meeting in November, we had the chance to break into small groups and discuss electronic records-related topics. What struck me is that we are very good at digitization projects, and we have a number of colleagues who can speak about best practices and projects at their institutions. What continues to challenge archivists is the born digital environment and electronic records management, namely how to identify, capture, store, provide access to, and preserve these records. The officers will be exploring ways to address these needs in future newsletters and at future meetings. If you have information you are willing to share, or know of archivists who can provide guidance and speak about electronic records projects, please contact us.

On October 18th, TCART held an event sponsored by St. Catherine's University to introduce students in their Library and Information Science program to the archives profession. 31 people attended, including 7 students in the area attending distance programs at University of Wisconsin-Milwaukee and San Jose State University. Five TCART members served on a panel describing their institutions, archives, educational background, and what is most challenging and rewarding about their work. The students asked great questions, and there was an opportunity to break up into smaller groups for continued discussion. Thank you to our panelists: Sally Anderson, Jenel Farrell, Heather

Lawton, Jamie Martin, and Erik Moore. And, thank you to our host Deb Torres for making arrangements and planning the event.

Our fall meeting at the College of St. Benedict on November 17th had an amazing turnout. 33 people made the trip to St. Joseph. Many thanks are due to our host Peggy Roske for providing the space, and for leading us on tours of both the College of St. Benedict Archives and the St. Benedict Monastery Archives. Thank you to Jenel Farrell for her presentation on electronic records, and to our small group discussion leaders Ian Stade, Nat Wilson, and Ellen Holt-Werle.

The spring MAC meeting is quickly approaching. Ann Kenne and Karen Spilman, local arrangements co-chairs, continue to plan an outstanding meeting. Take the time now to renew your MAC membership, and take a look inside this newsletter for ways you can get involved and volunteer your time during the meeting in April.

The deadline to apply for TCART's Professional Development Award is February 1, 2011. Please see the announcement in this newsletter, or visit the TCART web site for more information.

If you have announcements or opportunities to share with the TCART community during the winter months, please contact one of the officers.

I look forward to seeing you all at our spring meeting.

Happy Holidays!

Jennifer Johnson, TCART President

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Fall Meeting Minutes

Wednesday, 17 November 2010
College of St. Benedict

In Attendance:

Erik Moore, University of Minnesota
Jeff Jenson, Gustavus Adolphus College
Ellen Holt-Werle, Macalester
Jennifer Johnson, Cargill, Inc.
Jenel Farrell, Minnesota Public Radio
Susan Wakefield, General Mills
Adrianna Darden, Gustavus Adolphus College
Candy Hart, Hamline University
Heather Lawton, Hennepin County Library
Ian Stade, Hennepin County Library
Christopher Welter, Minnesota Historical Society
Stephanie Kays, Minneapolis Institute of Arts
Sylvia Mohn, Minnesota Public Radio
Deborah Kloiber, St. Catherine University
Margery Smith, CSJ, St. Catherine University
Deborah Torres, St. Catherine University
Tom Steman, St. Cloud State University
Sarah Warmka, Stearns History Museum
Stephanie Crowe, Charles Babbage Institute/Univ. of Minnesota
Sara Wakefield, IHRC/ University of Minnesota
Karen Spilman, University of Minnesota Archives
Ann Kenne, University of St. Thomas
Shhri Strom, Minnesota Historical Society
Lara Friedman-Shedlov, University of MN, YMCA Archives
Debbie Miller, Minnesota Historical Society Library
Daardi Sizemore, Minnesota State University, Mankato
Emilin Garvey, Hennepin County Library
Kristine Harley, Hennepin County Library
Brother David Klingeman, St. John's Abbey
Eric Hillemann, Carleton College
Nat Wilson, Carleton College
Steve Granger, Archdiocese of St. Paul/Minneapolis and
Minnesota State Fair
Peggy Roske, College of St. Benedict and
St. John's University Archives

Welcome and Introduction

Meeting was opened by a welcome from the President and introductions of all attendees.

(Minutes, cont'd on p. 3)

TCART Officers

President Jennifer Johnson:

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Website: <http://www.tcarmn.org/>

Founded in 1982, the Twin Cities Archives Round Table (TCART) includes members from the Minneapolis-Saint Paul metropolitan area, as well as out-state Minnesota and western Wisconsin. Members include archivists, manuscript curators, librarians, records managers, and historians representing government agencies, county and state historical societies, colleges and universities, religious organizations, private historical organizations, and corporations.

Ad Rates

Full page	\$15.00
Half page	\$10.00
Quarter page or less	\$ 5.00

(Minutes, cont'd from p. 2)

Survey Results

Jennifer provided an overview of the TCART survey conducted in Fall 2010.

Electronic Records Presentation

Jenel provided an introduction to electronic records, afterwards attendees broke up into small groups on various topics and lead by TCART members. The groups were lead by Ian Stade, discussing Archivists Toolkit; Nat Wilson, digitization standards and practices; and Ellen Holt-Werle, covering ContentDM, Digital Commons, and general electronic records issues.

Officer Reports:

Secretary's Report

Presented by Jennifer Johnson for Jamie Martin

- TCART membership at 67 members, a new record.
- Membership rate of \$10 remains unchanged. Membership Directory will be updated. Send changes and updates to Jamie Martin by 31 December 2010.

Treasure's Report

Presented by Jenel Farrell

- TCART funds currently stand at _____.

Newsletter Editor Report

Presented by Jeff Jenson

- Members were encouraged to submit entries for the newsletter, deadline 1 December 2010.

President's Updates

Presented by Jennifer Johnson

Old Business

1. Membership Survey

Completed. Thank you to all the members, and others, who completed the survey. The officers are looking for suggestions on how best to synthesize the data, present the data to members, and make the data available.

2. Student Event at St. Catherine's University

Event was held Monday, 18 October 2010. 31 people attended, including 7 students in the area attending distance programs at University of Wisconsin – Milwaukee and San Jose State University. There was a panel discussion, questions and answers from students, and then an opportunity to break up into smaller groups for continued discussion. Thank you to our panelists: Sally Anderson, EDMS Programmer/Records Management Analyst, Dakota County; Jenel Farrell, Digital Archivist, Minnesota Public Radio; Heather Lawton, Special Collections Librarian, Hennepin County Library; Jamie Martin, Corporate Archivist, Target Corporation; and Erik Moore, Assistant University Archivist & Lead Archivist for Health Sciences in the University of Minnesota Archives.

3. TCART is on Facebook

As of the meeting we had 47 members of the TCART group on Facebook. The group was started at the end of summer. Suggestions on how to make better use of this tool and to encourage member participant are encouraged. Join us on Facebook at <http://www.facebook.com/#!/group.php?gid=138474196170689>.

New Business:

No new business was proposed.

Presentation: MAC Spring 2011 Local Arrangements Committee,

Karen Spilman and Ann Kenne

Co-chairs recapped that the meeting will be held 28 -30 April 2011 at the Crowne Plaza Hotel in St. Paul. The reception will be at the Wabasha Street Caves.

Workshops and tours have been finalized.

Fundraising efforts continue. MAC LAC has met its minimum amount to hold the meeting, and is working towards its goal of raising \$5000 which will allow MAC to have an outstanding meeting and reception.

(Minutes, cont'd on p. 4)

(Minutes, cont'd from p. 3)

Donations from all individuals and institutions are encouraged, all amounts are welcome.

Volunteers are needed: Particularly to act as AV contacts for each room during the meeting. Volunteers will also be needed for the registration desk throughout the meeting. A volunteer is needed to plan the student/young archivists night on the town. Please let Karen and Ann know if you are available to volunteer.

MAC is unveiling a navigator program at this meeting: MAC Pals will match experienced members with new members and/or first-time attendees. A MAC Pal will help guide others through their first MAC meeting, answer questions about MAC and the profession, and introduce them to other MAC members. If you would like to serve as a MAC Pal, simply check the appropriate box on the registration form.

Tom Steman provided an update from the MAC Program Committee stating that they have a number of exciting sessions planned for MAC in St. Paul. There will also be a student poster session at this meeting.

News & Announcements

Presented by Jennifer Johnson

1. 2011 Professional Development Award
 - Deadline to apply is 1 February 2011.
2. SAA seeking Advocacy All-Stars
 - The SAA Issues and Advocacy Roundtable is assembling a roster of "Advocacy All-Stars" - a list of archivists actively committed to advocacy within the profession who will act as first responders when advocacy issues and opportunities arise. If you are interested in advocacy, please contact Alison Stankrauff, astankra@iusb.edu, SAA Issues and Advocacy Roundtable Co-Chair for more information.
3. SAA Preservation Publication Award
 - SAA's Preservation Publication Award Subcommittee is currently seeking nominations for the prestigious Preservation Publication Award. The Subcommittee needs your help in identifying excellent preservation publications. The nomination form is available online at <http://www.archivists.org/recognition/Awardsform.pdf>. Contact Stephanie Kays for more information.

4. Library Technology Conference 2011

- Call for proposals. The conference will be held 16-17 March 2011 at Macalester College, St. Paul, MN. To submit a proposal, please visit the conference website <http://www.macalester.edu/libtechconference/>. Contact Ellen Holt-Werle for more information.

Meeting was adjourned and followed by a tour of St. Benedict Monastery Archives and College of St. Benedict Archives, led by Peggy Roske.



Tour Image: Courtesy of Daardi Sizemore

Announcements

Professional Development Award

The TCART Professional Development Award supports current TCART members who are individuals working with archival materials or students interested in the archives profession to attend an archives related regional or national conference, symposium, or educational workshop. The award consists of up to \$250 in support of registration, travel, and accommodation expenses associated with a conference, symposium, or educational workshop.

Those eligible for the award must be a current TCART member and must be working in an archives or information management field or be a graduate student in a related program. Applications will be evaluated based on a brief statement of intent and by information provided by a contact that can provide a reference for the individual.

The application deadline is 1 February 2011. To be considered, please visit the TCART web site (<http://tcartmn.org/>) and select Professional Development Award to download an application. The recipient will be notified by 15 March 2011.

Announcements, cont'd on p. 8)



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Year 2010-2011 Membership Renewal Form

Membership for July 1, 2010 – June 30, 2011

Make check payable to: TCART

Please mail to:

TCART Treasurer

Jenel Farrell, Digital Archivist
Minnesota Public Radio
480 Cedar Street, 4th Floor
St. Paul, MN 55101

DUES

Individual Level \$10 _____

Sustaining Level \$50 _____

Patron Level \$100 _____

Other Amount _____

PLEASE PRINT CLEARLY

Name: _____

Title: _____

Organization/Department: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

E-mail: _____

Institution URL: _____

Relevant Professional Positions or Activities: (such as SAA, MAC): -

Would you be willing to serve as a resource for other TCART members?

Yes

No

If yes, in what area _____

Would you be interested in hosting a TCART meeting? Yes No

Would you be interested in giving a session or leading a discussion on a particular topic?

Yes

No

If yes, please specify _____

MAC LAC Update

Less than 4 months until the annual Midwest Archives Conference meeting is held in St. Paul! The full program should be online sometime in January, with printed copies sent to MAC members in February. The Local Arrangements Committee (LAC) has been very busy in the past few months. As of now, all repository tours have been scheduled. We continue to fundraise to help off-set the meeting costs, and are still working on scheduling restaurant tours, finalizing hotel and reception arrangements, and other meeting logistics.

Scheduled repository and related tours

Wednesday April 27th

Elmer L. Andersen Library
MHS Pub Crawl

Thursday April 28th

Minnesota Public Radio
Minnesota Historical Society
Science Museum of Minnesota
Rice Park Walking Tour

Friday April 29th

Ramsey County Historical Society
City Hall/Ramsey County Court House

Workshops offered

2-day SAA EAD workshop (held at Univ. of Minnesota)
½ day Creating and Designing Exhibits
½ day Leadership, Management, Collaboration and Networking
½ day Genealogy Research Methods for Librarians and Archivists

How can you help?

We've been very lucky in securing some large gifts from local corporations/libraries. Is your institution interested in supporting the MAC conference? No donation is too small! Individuals or corporations can even donate online by using the following link: <http://www.midwestarchives.org/2011donate>. Checks are also accepted via mail. Please contact Ann Mulfort, MAC 2011 fundraising chair at archivist@usinternet.com to receive a donation form.

We are also in need of in-kind donations of office supplies, copying, and printing.

If you or your institution is interested in donating, or you have donation questions, please contact Karen (hof0003@umn.edu) or Ann (amkenne1@stthomas.edu).

Want to volunteer? We are still in need of help in certain areas. If you are interested in these opportunities, please contact the appropriate person listed:

Staffing the registration desk. 1-2 hours shifts beginning Wednesday April 27th in the afternoon and through the end of the conference on Saturday the 30th. Please contact Jennifer Johnson at jennifer_i_johnson@cargill.com

Lead tours: Need one volunteer to lead each repository and restaurant tour. Please contact Karen Spilman at hof0003@umn.edu to volunteer.

Legacy Grants

Gustavus Adolphus College



Michelle Twait (library) and **Jeff Jenson** (library/archives) applied for and were awarded a Minnesota Historical & Cultural Grant in the area of Collections Care and Management. The grant will be matched with an existing endowment from the late Emeroy and Adeline Johnson to purchase and install archival-quality shelving in the College and Lutheran Church Archives.



The new shelving will alleviate overcrowding; provide a safer and more secure environment; and facilitate increased accessibility to materials. To learn more about the College and Lutheran Church Archives, please visit <http://gustavus.edu/go/archives/>.

Announcements, cont'd from p. 4)

TCART Spring Elections

2011 spring business meeting will include elections for the Secretary & Newsletter Editor. The Nominating Committee will present to the annual meeting nominations for officers.

Secretary: The Secretary shall keep the minutes of the meetings of the TCART and the Executive Committee; shall see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; shall be responsible for the corporate records and archives; shall maintain membership records; and, in general shall perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned to him or her by the President or by the Committee. In the absence of the President, the Secretary shall preside at business meetings of TCART and at meetings of the Executive Committee.



Newsletter Editor: The Newsletter Editor shall produce an issue of TCART's newsletter after each regular meeting. In the absence of the other members of the Executive Committee, the Newsletter Editor shall preside at business meetings of TCART.



If you would like to be considered for one of the open positions, please contact Jennifer Johnson or Jenel Farrell.

Archives Update

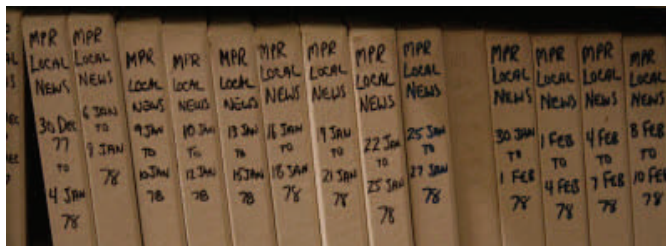
Target Corporation

For the past several months, the Target Archives & Heritage Services (AHS) team has been working with other teams in Target and the network CNBC to produce a brand new biography of Target Corporation. The AHS team provided months of support for this project, including supplying historical images, fact checking, assisting with copyright/privacy concerns, and helping to tell our unique history! One member of our team was even interviewed for the program, and will be featured on the biography. The biography will be a CNBC Original, titled *Target: Inside the Bullseye* and is scheduled to air on January 13, 2011.

In other news, AHS also was able to secure funding for a large digitization project of a substantial portion of its collection. Hundreds of newsletters, advertising, annual reports, and other materials will be scanned and available for internal research by the end of the year.

Legacy Grants

Minnesota Public Radio



Since our receipt of Legacy Funding last January, we've been able to digitize hundreds of reels (thousands of stories), create archive request tracking, complete thousands of catalog records, add hundreds of hours of audio to our archive, and reach out to our newsroom with keyword access to our stories on reel-to-reel. The newsroom director said, "We're light-years ahead of where we were!!!"

Here's a superb timeline of the 1990 gubernatorial election, content now accessible thanks to Legacy: [20 Years ago: A three-week political roller coaster](#) by Curtis Gilbert, Minnesota Public Radio

Minnesota Historical Society

Thanks to an Arts and Cultural Heritage Fund grant, the Minnesota Historical Society has undertaken an inventory and digitization project of its reserve manuscript and government records collections. Christopher Welter is the primary point person and is assisted by Project Manager Shawn Rounds and Manuscripts Curator Duane Swanson. To date, there are 206 collections constituting 34.5 linear feet. Staff have completed 50% of the physical inventory, and preliminary scanning has begun.

The first scanning assignment comes from the Elijah E. Edwards Civil War journals. Elijah Edwards was chaplain for the 7th Minnesota Infantry Regiment. The next scanning assignment will be the Minnesota Bureau of Criminal Apprehension's criminal history files (<http://www.mnhs.org/library/findaids/pubsaf08.pdf>). Included in these files are such gangland luminaries as John Dillinger, Bonnie Parker and Clyde Barrow, "Pretty Boy" Floyd, and "Baby Face" Nelson. In future, PDF/A's created from these scans will be delivered to the public via XML finding aids.

Professional Development Award Report

by Stephanie Kays

Thanks to the TCART Professional Development Award and support from the Minneapolis Institute of Arts (MIA), I was able to travel to Washington D.C. for *ARCHIVES*RECORDS DC 2010*, the Joint Annual Meeting of CoSA, NAGARA, and SAA. Between August 11-14, I attended three roundtable and two section meetings, seven sessions, four plenary sessions, the opening party at the National Archives & Public Vaults, and the all-attendee reception at the Smithsonian National Museum of American History, among other events. From practical advice on archival applications to plenary addresses by leaders in our field, the conference provided numerous educational opportunities and featured ardent propositions regarding the future of our profession.

Many of the meetings and connections that were made have already contributed to the current focus and future goals of the MIA Archives. In 2009, the MIA received an NHPRC grant to help support a 3-year project focused on establishing a sustainable records management and archives program. Since November of last year we have been working our way through a museum-wide records survey and drafting a records management manual for museum staff. A number of the archivists I met at the Museum Archives Section meeting on August 12th had previously provided the MIA with their forms and policies to use as examples; it was good to put faces with names. In addition, the meeting included ten 5-minute presentations from section members with updates on current or recently completed projects. Topics included digitizing historic audio material for online access, planning for an electronic records archive, and improving storage space. One presentation in particular gave me ideas on how the MIA archives can better utilize knowledge and efforts from other departments to produce web content on museum history.

Another part of the project that we've started, and will be working on more heavily during 2011, is to minimally process 1200 linear feet of records. A few highlights include the archives of Karen Daniels Petersen, author of *Plains Indian Art from Fort Marion*; Vermilion Editions Limited: Documenting the American Print Renaissance; and records of the Minnesota Artists Exhibition Program, an artist-managed curatorial department of the Minneapolis Institute of Arts. Two sessions on

applying MPLP and the balance of public services and technical services with basically processed collections both offered perspectives from varying institutions, with valuable insight into the benefits and challenges of basic level processing.

Meetings and sessions on EAD implementation; Archivist Toolkit; Archival accountability and documentation; preservation methods; and dealing with born digital records also provided some food for thought and helped in keeping abreast of changes in technology, standards, and alternatives or improvements in archival procedures.

In addition to the smaller meetings, I was able to attend all four plenary sessions, which hosted an incredible lineup of speakers. David Ferriero reported on the first 300 days in his role as 10th Archivist of the United States, and stressed the National Archive's need to be a leader in electronic records management. Keynote speaker, journalist and political commentator Juan Williams, provided a user's perspective on the value of archives and the ability archives have to shape history, culture, and ideas. He also encouraged archivists to engage a younger generation of users. Incoming SAA President Helen Tibbo discussed current challenges and opportunities for archivists and ways we can maintain our presence in the face of technological changes.

In Peter Gottlieb's presidential address, he called for unification of archives organizations in order to better utilize our resources as a profession, but he also acknowledged the importance of local associations, the services they provide and the value of networking closer to home. I feel very fortunate to have such a strong archival community within my reach. I'm grateful to TCART and their support through the Professional Development Award; attending the SAA annual meeting was beneficial for my educational and professional development. It was also a good reminder of the value of participation, and of sharing our challenges and successes within the archives community.



Professional Development Award Report

by Leslie Hunter-Larson

MAC 2010: A Rookie Experience

Last February I applied and won a TCART Professional Development scholarship to put towards costs associated with attending the 2010 MAC Conference in Chicago. As a soon to be graduate of the MLIS program at St. Catherine University, this award was truly appreciated. I knew attending the MAC Conference would give me an opportunity to explore potential archival careers. As a soon to be graduate I had to take my first steps into the real world of archive opportunities.

The minute I arrived at the Doubletree Hotel I was excited to dive in and get into the sessions. I was not alone. Well over 400 attendees were gathering and creating quite an exciting environment. The first Plenary session kicked off my experience quite well with an interesting presentation, *Unbuilt Chicago*. I found his presentation interesting and remarkable. I was impressed that someone placed importance on documents that provide insight into decisions made by city planners and, ultimately, the vision they had for Chicago's future. Preserving those moments in city history reveal these critical decisions. After that, *Digitization in the Archives*, a well rounded discussion about digitization projects, collaborations and MPLP - More Product Less Process. Wrangling digital projects seemed to be an ongoing topic, concerns about overall investment in man hours and in equipment and prioritization of digital projects.

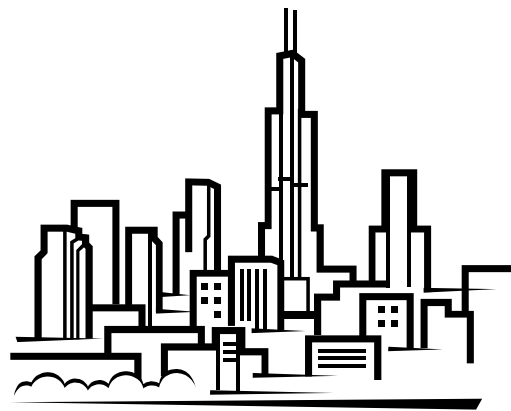
The reception at After-Words Bookstore was packed, noisy, and fun. Chicago-style hot dogs were served, and though I worried that the bookseller would find blots of mustard on their inventory the next morning, it didn't stop me from enjoying. Though I only stayed for a short time, I enjoyed chatting with fellow archivists and browsing books in the stacks. Then, I was off to meet family for a late supper.

The rest of the conference was filled with interesting discussions with fellow archivists, chatting with vendors in the vendor hall and attending more informative sessions. One in particular was about Zine collec-

tions. What impressed me most about this presentation was the micro-culture represented by the Zine authors and how collections of these underground publications are treated across different libraries. I was most impressed with Jenna Freedman, a rogue Reference Librarian managing a Zine collection.

Plenary Session II offered a wonderful presentation on immigrant cultures in the Chicago area. Dominic Pacyga presented, and his notion about small businesses reflecting the culture of the neighborhood really resonated with me. It made me pause to think about history that has been lost with the passing of these small immigrant communities. Exploring businesses in those neighborhoods as a window into those cultures is intriguing yet logical. As archivists, we all grapple with the same issues – how do we preserve information about those communities so that others will learn, enjoy, and benefit.

All in all, a worthwhile adventure that this rookie thoroughly enjoyed! Was attending MAC beneficial? Absolutely! This experience gave me a fabulous look at all the different ways archivists make a difference, and I look forward to attending MAC in St. Paul this upcoming spring! Thanks TCART!



TCART Treasurer's Report
May 2010-November 2010
Treasurer: Jenel Farrell

INCOME

Date	Description	Deposits
	Memberships (5 - 1	
5/24/2010	for 2 years)	\$60.00
6/23/2010	Memberships (11)	\$110.00
	Newsletter Ad -	
7/7/2010	Colormax	\$15.00
7/8/2010	Memberships (14)	\$140.00
8/5/2010	Memberships (19)	\$190.00
9/22/2010	Memberships (10)	\$100.00
11/15/2010	Memberships (2)	\$20.00
Total:		\$635.00

EXPENSES

Date	Description	Withdrawals
	Erik Moore - SAA	
5/24/2010	Website	\$226.39
	TCART Spring	
6/14/2010	Meeting Expenses	\$46.13
	TCART Award -	
8/31/2010	S.Kays	\$125.00
	TCART Award -	
9/22/2010	L.Hunter-Larson	\$125.00
	MAC 2011	
9/22/2010	Conference	\$250.00
Total:		\$772.52

SUMMARY

Beginning Balance	5/24/2010	\$2,128.06
Deposits		\$635.00
Expenses		-\$722.52
Ending Balance	11/15/2010	\$2,040.54