

Twin Cities Archives Round Table Newsletter



President's Message:

Hello Fellow TCART'ers,

I hope you are all enjoying our cool and rainy summer.

First, I want to recognize Erik and Ellen for their service to TCART over the years. Thank you for your hard work and thoughtful leadership.

Congratulations to Jenel Farrell, who will serve as our Treasurer for the next two years. I am excited to take over the role of President, and I look forward to getting to know all of you and working with you on our exciting upcoming projects.

Speaking of upcoming projects, look for the member survey to arrive this fall. Not only do we want to understand the demographics of our membership, we also want to learn what you want from TCART. Please share information about the size and focus of your institution, but also let us know what topics interest you, where you would like to meet during our spring and fall meetings, and what you need from this organization. If you would like to be involved in creating the survey, or helping us to compile the data we collect, please contact an officer.

This fall, we will also host an event for graduate students in the area, both for students attending the Library and Information Science program at St. Catherine's, and for students who are working on graduate degrees through distance learning programs. This will be a great opportunity to introduce students to the archival profession, archival professionals in the region, and TCART as an organization. If you would like to be involved, please contact one of the officers.

I would like to thank Tony Jahn and Jamie Martin for hosting our spring meeting at the Target Corporation. We had an excellent turn out with 37 attendees, and the tours of the Target History Center were very informative. We also watched an SAA webinar, *Introduction to Archives and Web 2.0*, which offered a description of popular Web 2.0 tools.

Speaking of the attendance, TCART now has 64 members. Our statewide network continues to grow! Having just attended a workshop on networking this is at the forefront of my mind. I encourage you to reach out to fellow TCART members,

chat via email, talk on the telephone, leave the office and grab a cup of tea or coffee with each other. And, when we update the TCART directory this winter, please make sure you are listed as well as your areas of expertise. What better way to serve as a resource for other members than to let them know where to find a local expert.

Stay tuned for more information about our fall meeting. It will be held outside the Twin Cities, as we have been making an effort every other year to meet at locations outside of the metro area. If you would like to host, present, or have a suggestion for a meeting topic, please let one of the officers know.

Lastly, as you know, the Midwest Archives Conference Spring 2011 meeting will be held in St. Paul, April 28-30. The Local Arrangements Committee is looking for volunteers to fill several roles. Are you a writer? Offer to write promotional articles or develop the program. Are you a people person? Contact vendors, serve as vendor liaison, assist with registration, serve as a navigator, or host a tour. Technically inclined? Serve as AV coordinator; contribute to Twitter, Facebook, or the meeting blog. Willing to do anything? Contact Ann Kenne (St. Thomas) or Karen Spilman (U of M) and volunteer your services. This is an exciting opportunity to showcase St. Paul, and our institutions, and you should be involved.

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

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Spring Meeting Minutes

Wednesday, 12 May 2010

Target Corporation

In Attendance:

Erik Moore, University of Minnesota
 Jamie Martin, Target Corporation
 Jeff Jenson, Gustavus Adolphus College
 Ellen Holt-Werle, Macalester
 Jennifer Johnson, Cargill, Inc.
 Jenel Farrell, Minnesota Public Radio
 Heather Craig, Basilica of St. Mary
 Sally Anderson, Dakota County
 Julie Eskritt, Donaldson Company
 Becky Cahn, Donaldson Company
 Susan Wakefield, General Mills
 Adrianna Darden, Gustavus Adolphus College
 Maura Coonan, Gustavus Adolphus College
 Candy Hart, Hamline University
 Heather Lawton, Hennepin County Library
 Ian Stade, Hennepin County Library
 Jennifer Huebscher, Minnesota Historical Society
 Charles Rodgers, Minnesota Historical Society
 Christopher Welter, Minnesota Historical Society
 Alex Kent, Minnesota Historical Society
 Jessica McIntyre, Minneapolis Institute of Arts
 Stephanie Kays, Minneapolis Institute of Arts
 Sylvia Mohn, Minnesota Public Radio
 Keri Huber, Minnesota State Fair
 Jan Rak, Star Tribune Library (formerly)
 Tony Jahn, Target Corporation
 Bobbie Scott, Sherburne History Center
 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
 Amelia Cohon, University of Minnesota
 Ann Kenne, University of St. Thomas

Welcome and Introduction

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

TCART Officers

President Jennifer Johnson:

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Digital Archivist

Minnesota Public Radio

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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 | \$ 5.00 |
| or less | |

(Minutes, cont'd on p. 3)

(Minutes, cont'd from p. 2)

Webinar: Introduction to Archives and Web 2.0

After the webinar, meeting attendees were encouraged to mention if their institution already had any 2.0 programs in place.

Officer Reports:

Secretary's Report

Presented by Jamie Martin

- TCART membership at 64 members, a new record.
- Membership rate of \$10 remains unchanged.
- New or returning members who would like to renew for 2010/2011 now have an option to donate additional funds on the membership sheet.

Treasurer's Report

Presented by Ellen Holt-Werle

- Ellen reported that TCART funds currently stand at \$2,078.60.

Newsletter Editor Report

Presented by Jeff Jenson

- Members were encouraged to submit entries for the newsletter, next newsletter is in June.
- The 2011 MAC LAC was asked to submit updates to the newsletter for MAC 2011 St. Paul.

President's Updates

Presented by Erik Moore

Old Business:

1. Membership Survey
 - Survey has been postponed so new officers can have a say in the direction of the survey; members should expect more information this summer.
 - Topics for the survey could include employment, education, demographics, salary, needs in local community, and presentation topics.
 - Survey can also be used to update a snapshot of A*Census.
 - Members interested in helping to create the survey can contact any officer.
2. Between meeting events and "Student Night"
 - A plan was discussed to have a TCART hosted event for students in the area interested in archives, records management or related interests.
 - a. Plan is to hold the meeting at St. Catherine Univ., on a Monday, most likely in the fall.
 - b. Distance learning students who live in the area will also be invited.

- c. One possible topic would be a "facilitating conversations" type meeting, meet in small groups and discuss topics such as job hunting, skills needs, expectations.
- d. Other possible topic would be a panel style consisting of representatives from different organizations and specialties, allowing students to ask questions and gain info on public, corporate, academic, records management, etc.
- e. Volunteers will be needed to plan, attend, serve, or act as a point of contact for online program students.
- f. A suggestion was made as digitization/ data migration as a good possible topic
- g. The point was made that the style of meeting may vary depending on group size—panel would be easier with a larger group size.

New Business:

1. No new business was proposed.

Officer Elections:

Election of officers for President and Treasurer positions.

- Erik has reached the end of his two, 2 year terms; Ellen is stepping down.
- Nominating Committee consisted of Chair Jeff Jenson (Newsletter Editor), Jamie Martin (Secretary) and Karen Spilman.
- Erik thanked outgoing Ellen for her years of service, both during her years as Treasurer and before.
- Jennifer Johnson and Jenel Farrell placed their names for consideration for President and Treasurer, respectively.
- Jeff read the descriptions for each candidate position from by-laws and the paragraph of intent from each candidate.
- There were no nominations from the floor.
- Candidates were thus elected by acclamation.

Presentation: MAC Spring 2011 Local Arrangements Committee, Karen Spilman and Ann Kenne

Meeting agenda:

- Co-chairs noted that Chicago MAC was very successful; expected 300, received 450 as a turnout. St. Paul will need to keep this in mind as we continue to plan reception sites and tours.

(Minutes, cont'd on p. 4)

(Minutes, cont'd from p. 3)

- Hotel and Reception sites are now booked. Reception will be at the Wabasha Street Caves.
- Theme idea for meeting is Headwaters of History.
- Next steps – Volunteer Help Needed.
 - * Document of positions needed will be posted on the Google Groups website and sent out to members via TCART mailing list.
- Promotional Materials
 - * Help is needed with writing and editing news letters, program materials, articles on various institutions, and other promotional materials.
 - * Lara Friedman-Shedlov is managing the social networking opportunities but could use help managing the MAC 2011 blog and other planned web 2.0
- Tours
 - * Looking for volunteers interested in investigating good tour sites and creating tour itineraries. Also to check if a cost is involved.
 - * Let Karen or Ann know if you are interested in hosting a tour.
- Fundraising
 - * Ann Mulfort is coordinating fundraising, help is needed for volunteers to assist and to investigate corporate/ business sponsorships.
 - * Let the LAC know if your institution can support.
- Vendors
 - * Need information on vendors. Who have you used, any recommendations.
- Call to action for Presentation Proposals
 - * MAC encourages all local people to present, especially corporate and religious archives who are usually not well represented.
 - * Most proposals require 3 participants, but you can submit a proposal with less people and MAC will help you find like minded people for your topic.
 - * Deadline for submission is September 1, 2010
- Questions from the group/ Answers:
 - * Areas that most need help are writing/editing and planning and hosting tours.
 - * Students are welcome to attend and the poster session will be repeated in St. Paul, it was a very popular addition to Chicago.
 - * Will be able to pilot the St. Paul Pal navigator program.
 - * The possibility of a Book Vendor needs to be explored; not sure if a vendor can sell items at the Vendor Fair.
 - * Vendor Fair should be 'filled up' with for-profit institutions first if possible.

News & Announcements

Presented by Erik Moore

1. 2010 Professional Development Award
 - For the first time, two applicants tied for the award. The award was split evenly between Stephanie Kays and Leslie Hunter-Larson.
 - Stephanie will attend SAA and Leslie attended MAC
 - Both recipients will provide a short write up for the fall newsletter and a recap for the next meeting.
2. TCART Website
 - Site is momentarily down. It's still up, but can't be updated. Erik and Jenel (the new TCART webmaster) will work on fixing the issue.
3. Reminder of MIA Digital Library Meeting on June 10th, 2010.
 - Meeting will include 3 sessions, one of which will be hands on/ practical.
 - Meeting is free and includes lunch.
4. Jamie had an announcement to thank Erik for his 4 years of service as President of TCART
5. A question was posed to group if anyone wanted to share their Web 2.0 projects. No one volunteered, but the MHS Twitter Feed was mentioned as a recommended source.

Meeting was adjourned and followed by a tour of the Target History Center, led by Jamie Martin and Tony Jahn.

Announcements

Applications for Minnesota Historical and Cultural Grants ("Legacy" Grants) are once again being accepted for Small size grants of up to \$7,000. The deadline is the last Friday of each month. Grants categories archives might be interested in include collections care and management, digital conversion and access, archives environments (HVAC, security, lighting, etc.), publications and research. The archives-specific category includes such things as archives collection development, basic processing, detailed processing, cataloging and description projects, projects to deal with new and evolving media, development of web 2.0 capabilities and outreach. Easy for archivists to miss are collections storage/re-housing and conservation treatment projects, both of which are in the Museum Collections guidelines, but don't let that fool you, archives can apply.

All 501(c)(3) non-profits, units of government (except the federal government), educational institutions, and tribal entities are eligible to apply. The full grants manual is available at <http://www.mnhs.org/legacy/grants>.



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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 Call for Volunteers

The Midwest Archives Conference Local Arrangements Committee (MAC LAC) is looking for volunteers to help with a variety of opportunities as we prepare for the 2011 annual meeting to be held in St. Paul.

Roles for Volunteers:

Publications/Publicity (Ann K.)

- Create content for publications: brochure, MAC Newsletter, etc.
- Editing of written content
- Responsibility for conference brochure, including layout, proofing, and printing
- Work with MAC web master to create web page for the conference

Social Networking (Lara)

- Create and manage content for blog, Facebook, Twitter

Audio Visual

- Call local AV companies for quote; compare costs to hotel AV company
- Liaise with AV company daily during meeting to ensure set up functioning properly

Fundraising/Vendors (Ann M.)

- Create list of possible for-profit and non-profit vendors
- Contact vendors - in person, mail, email, phone
- Create list of possible cash/in-kind gift donors Contact donors – in person, mail, email, phone
- Work with MAC treasurer regarding deposits
- Work with MAC Vendor Liaison for set-up/tear-down
- Work with hotel for delivery of vendor items

Hotel Liaison (Karen / Ann K.)

- Meet with hotel representative to ensure meeting spaces will meet our needs
- Confirm what is and is not included in vendor area
- Work with hotel to resolve any issues that may arise during conference

Hospitality (Karen)

In print and for posting on Facebook/blog:

- Create lists of nearby restaurants and local attractions
- Guides on using public transportation and local routes
- Create local maps of directions to local attractions

Reception (Karen)

- Liaise with reception site for set-up, take down, and extra amenities (such as cave tours, coat check)
- Work with caterer to create the menu
- Secure items needed not provided by reception site, such as microphone, boombox, 1920s/30smusic
- Work with MAC treasurer to ensure prompt payments

Navigator Program

(When do we want to host this – is the reception the best time, as it is near the end of the conference?)

- Request volunteers from MAC membership to serve as navigators
- Add navigator request to registration form – work with MAC web master for online registration
- Match navigators to new members/students
- Schedule a place for navigators/navigatees to meet and how to identify each other

Transportation

- Contact local transportation companies for quotes on transportation to and from hotel/reception and to and from hotel/repository tours
 - * Inquire about tax, tip, and any extra fees that would be included on top of base rate
- Book transportation for each event
- Work with MAC treasurer to ensure all payments are made on-time

Tours (Karen) - Tour leaders are needed as well

- Repository Tours
 - * Solicit list of possible tours
 - * Schedule tours for Wednesday and Thursday am
 - * Work with transportation to schedule buses as needed
- Restaurant Tours
 - * Solicit list of possible tours (all should be w/in walking distance of hotel)
 - * Work with Membership chair to plan new Member dinner
 - * Work with ? to plan Lone Arrangers Social
 - * Work with ? to plan Student night on the town
 - * Schedule all tours for Thursday pm
- Other Tours
 - * Solicit list of possible tours
 - * Schedule tours for Wednesday and Thursday am/pm
 - * Work with transportation to schedule buses as needed

Registration

- Work with MAC web master for online registration
- Track mail registrations; Track one-day registrations
- Solicit volunteers to staff registration desk beginning Wednesday afternoon – Saturday afternoon
- Stuff registration packets

Student Poster Session

- Obtain easels for display of student posters
- Set up student poster area on Saturday am and take down Saturday pm
- Work with PC student representative

Archives Updates

Archives and Special Collections University of Minnesota-Twin Cities

The Archives and Special Collections (ASC) is going through a reorganization process, allowing us to streamline processes and procedures and situate ourselves for the future. In December, Linnea Anderson, the Assistant Archivist for the Social Welfare History Archives, additionally took on the role of ASC Research Services Coordinator. In this position, she is responsible for managing the central reading room and for organizing reference and outreach procedures across the department.

Beginning in early June, the Special Collections and Rare Books unit and the Manuscripts Division merged to form one unit: Special Collections, Rare Books, and Manuscripts. SCRBM is now the umbrella unit for the Performing Arts Archives, Upper Midwest Literary Archives, Northwest Architectural Archives, Givens Collection of African American Literature, Tretter Collection in GLBT Studies, and general special collections and rare books. R. Arvid Nelsen has been appointed the Head of SCRBM, and he is also curating the Northwest Architectural Archives collection. Cecily Marcus, the curator for the Upper Midwest Literary Archives and the Givens Collection, has also taken on responsibility for the Performing Arts Archives.

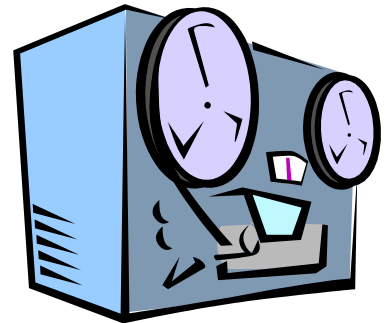
Nelsen has also been given responsibility for coordinating preservation and conservation activities for rare materials in the University Libraries. His former role of Archivist at the Charles Babbage Institute has been filled by Stephanie Crowe, who was previously the CBI Assistant Archivist.

Finally, ASC is in the process of centralizing its processing activities, which will allow for standardization and increased efficiency. Karen Spilman, currently Collections Archivist for the University Archives, will be the Processing Coordinator for the department.

Minnesota Public Radio

Thanks to Legacy Funding, MPR is now able to work toward creating access to a treasure-trove of Minnesota history and information.

For 43 years, MPR has been broadcasting vital news and enriching arts programming from and for Minnesota. MPR now has an archive of 36,000 reel-to-reel tapes. The voices of Minnesota newsmakers, the statewide policy debates of the past four decades, the creative voices of Minnesota writers and artists are stored on those tapes. Reel-to-reel is now an obsolete format, Minnesotans have no access to that audio. In addition, the majority of those reels are now at risk, due to aging and deterioration.



For the first time, with Legacy Funding, MPR has made the content of these reels searchable. This has allowed us to prioritize content, as we begin the long process of digitizing this audio.

Preserving the content of reel-to-reel tapes is a painstaking, real-time process. This 70,000 hours of audio will take 70,000 hours to transfer into digitally preserved audio, safe for posterity. Additional resources will be required to fully catalogue this content, and make it searchable.

In FY 2011, MPR will begin to make this content available through a free, searchable, online portal. Since work got underway in March, we have digitized hundreds of hours of these reels, the beginning of what we hope will be an ongoing the process of making these historic voices available to Minnesotans.

Please send any questions to archive@mpr.org

Archives Updates—Continued

Minneapolis Institute of Arts (MIA)

The MIA Library & Archives has been awarded a “We the People” grant from the National Endowment for the Humanities. The funding supports the purchase of archival rehousing supplies to preserve the society’s administrative records and manuscript collections, dating from 1883 to the present.

Founded as the Minneapolis Society of Fine Arts (MSFA), the MIA is among the United States’ top 10 encyclopedic art museums. With over 80,000 works of art, the MIA enriches the community by collecting, preserving and making accessible outstanding works of art from the world’s diverse cultures. The records related to its history and scholarship tell a unique and important story about the development of American art museums during the late 19th, 20th and 21st centuries. They also document the MSFA’s role as one of the Twin Cities “founding father organizations” that transformed the Midwest prairie from a frontier into a vibrant cultural center.

Minnesota Historical Society

In June, the National Historical Publications and Records Commission (NHPRC) awarded the Minnesota Historical Society (MHS) a grant in the amount of \$193,357. The award, the largest in this year’s archives -basic processing category, will subsidize the MHS’s elimination of its unprocessed archival backlog (manuscript collections and government records). Of the 4,600 cubic foot backlog, MHS intends to have 60% of it processed, cataloged, and shelved by the end of Fiscal Year 2011. The remainder will be completed in Fiscal Year 2012.

Hennepin County Library

The Hennepin County Library is excited to announce that we have recently digitized fifty of our oldest oral history interviews, and many of these are now available online through the Special Collections webpage: <http://www.hclib.org/pub/search/specialcollections/oralhistories/>

The majority of these tapes were recorded on cassette in the mid 1970s, and their content was in danger of being lost forever as the magnetic tape has degraded over time. Digitizing the tapes has both allowed us to preserve the interviews for posterity and has also made it possible for us to share many of them online—dramatically enhancing public access to this important collection. The interviewees spanned a variety of professional fields including business, music, art, architecture, and urban planning. The interviewers were a similarly diverse group that included radio DJs, historians, and volunteers.

More tapes are in the process of being digitized and will be added as they become available.

Hennepin County Library

Christopher Welter has begun volunteer work with Hennepin County Public Library’s James K. Hosmer Special Collections, housed at the Minneapolis Central branch. Beginning in June, he is using Archivist’s Toolkit to furnish finding aids for the clubs/organizations collections and personal archives, both part of the Minneapolis Collection. Although the 300+ collections all have annotations available online (<http://www.hclib.org/pub/search/specialcollections/clubsandorgs.cfm>; <http://www.hclib.org/pub/search/specialcollections/personalarchives.cfm>), roughly a third of the clubs/organizations collections and three-fourths of the personal archives do not have finding aids.

Minnesota Historical Society

In May, MHS Archival Collections Cataloger Christopher Welter completed processing on the Sandra Massetto collection. The collection consists of two separate sets of records generated or received by administrative judge Sandra Massetto, in the U.S. Department of the Interior’s Office of Hearings and Appeals, during the 1990s. Assigned to White Earth Reservation Land Settlement Act cases, Massetto determined the validity of heirship claims to original allotments made under the General Allotment Act of 1887 (Dawes Act) and the Nelson Act of 1889. She also was tasked with determining the disputed membership of approximately 63 individuals in the Shakopee Mdewakanton Sioux (Dakota) Community of Minnesota. The finding aid may be found at <http://www.mnhs.org/library/findaids/00779.xml>

New TCART Members

Nick Steffel
Kathryn Otto
Janice Lurie Sherrill Sparks
Jenell Farrell Leslie Hunter-Larson
Crystal Jean Schmiever
Stephanie Kays Siobhan McKiernan
Theresa Hartnett Jessica McIntyre
Adrianna Darden
Susan Wakefield

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