

Twin Cities Archives Round Table Newsletter



President's Message:

Hello Fellow TCART'ers,

I would like to thank Steve Granger and Kari Huber at the Minnesota State Fair Archives for hosting our meeting on May 18, and for providing tours of their archives. We had another amazing turnout with 40 people attending. We also watched an SAA webinar, *Basics of Managing Electronic Records: Getting You Started*, which covered addressing electronic records during appraisal, accessioning, processing, and preservation, and which emphasized planning for an electronic records program. Thank you to everyone who contributed to the discussion after the webinar. It is interesting to hear what issues we are facing and to share various solutions to electronic records challenges.

We will be providing an additional SAA webinar at our fall meeting, *Electronic Records: The Next Step*, which will cover advanced electronic records topics.

At our spring meeting, we also put forth the idea of having a colloquium. This idea is in its very early stages, and we have yet to figure out if it will be formal or informal, a social or structured gathering, a presentation-oriented event or a panel dialogue on a specific topic. We do know we would like as many people from the TCART community to be involved as possible, either as attendees, volunteers, or helping to plan the colloquium. If you have ideas for the event and if you would like to be involved, please notify one of the officers.

I also announced that we are working with St. Catherine's to visit their students annually to inform them about the archival profession. Whether this takes the form of panel discussions or other interactive events, we will be working with Deb Torres to plan the event for this fall. Please notify one of the officers if you are interested in participating or speaking to students.

In March, I represented TCART at St. Catherine's LIS Professional Associations Fair. It was a great opportunity to speak to students about TCART and the archival profession.

This year, we awarded the Professional Development Award to Nick Steffel, a student in St. Catherine University's MLIS Program, who attended a Grantseeking for Beginners seminar, sponsored by the Minnesota Council on Foundations.

I would like to thank everyone who attended and volunteered at the MAC meeting in St. Paul in April. Your participation made it an outstanding meeting. Ann Kenne and Karen Spilman deserve our thanks and recognition for all of their planning and hard work.

We will announce the date and location of the fall meeting in the near future. If you are interested in hosting or have a topic you would like the meeting to focus on, please feel free to let me or one of the officers know.

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

Sincerely,

Jennifer Johnson
TCART President

Inside this issue:

President's Message	1
TCART Spring Meeting Minutes	2-3
Announcements	3
ArcaSearch Advertisement	5
Membership Renewal Form	6
Professional Development Award Report	7
Treasurer's Report	8

Spring Meeting Minutes

Wednesday, 18 May 2011
Minnesota State Fair

In Attendance:

41 TCART members were in attendance

SAA Webinar:

Basics of Managing Electronic Records Getting You Started

Business Meeting:

Officer Elections

- Current Secretary Jamie Martin and Newsletter Editor Jeff Jenson were reelected for the 2011-13 term by acclimation.

Secretary's Report

- Current membership consists of 84 members as of February.
- Membership dues of \$10 remain unchanged.

Treasurer's Report

- Ending balance was \$1,920.55.

Newsletter Editor's Report

- Editor requested new submissions by mid June for the upcoming newsletter. Editor put in a call for articles, pictures, and any other news of interest.

Old Business

1. Midwest Archives Conference thanks TCART for its support and sponsorship of a coffee break. Karen Spilman and Ann Kenne also give a special thanks to everyone who volunteered their time and helped make the conference a success.
2. In March, Jennifer Johnson attended the St. Catherine University Professionals Meeting and represented TCART. Ten students inquired about TCART and took membership information.
3. Nick Steffel was this year's award winner of the TCART Scholarship. He will attend Grantseeking for Beginners and write a short article for the spring newsletter.

New Business

1. Discussion of membership renewal. Memberships currently trickle in throughout the year despite the July 1 membership deadline.
 - a. It was noted there is no financial penalty for late renewals.
 - b. Moving the date to January or to one of the biannual meetings was discussed.
 - c. Members in attendance overwhelmingly preferred moving the membership renewal to one of the biannual meetings.
 - d. TCART President noted that the bylaws will need to be rewritten to change the membership date.
2. Minneapolis Community and Technical College (MCTC) is offering a new course titled: Archives: Preserving History and Memory. Jane Jurgens attended the meeting to discuss the course.
 - a. The course is an elective and is open to everyone and is offered exclusively online.
 - b. Course is designed for training paraprofessionals to work in an archives and focuses on archives, archivists, and professional ethics and responsibility.

(Minutes, cont'd on p. 3)

TCART Officers

President Jennifer Johnson:

Associate Archivist, Cargill, Inc.
PO Box 5670
Minneapolis, MN 55440-5670
952-742-4034
Jennifer_I_Johnson@cargill.com

Secretary Jamie Martin:

Corporate Archivist, Target
7000 Target Parkway North
Brooklyn Park, MN 55445
763-440-3221
jamie.martin@target.com

Treasurer Jenel Farrell:

Digital Archivist
Minnesota Public Radio
651-290-1044
jfarrell@mpr.org

Newsletter Editor Jeff A. Jenson:

College and Lutheran Church Archivist
Gustavus Adolphus College
800 West College Avenue
St. Peter, MN 56082
507-933-7572
jjenson@gustavus.edu

Website: <http://www.tcartmn.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	\$ 5.00
or less	

(Minutes, cont'd from p. 2)

3. University of St. Catherine Panel
 - a. The panel will become an annual event due to last year's success.
 - b. Jennifer will reach out soon to TCART members who may wish to volunteer to participate in the panel.
4. TCART Summer Event
 - a. The possibility of a TCART summer event was discussed by the membership. Possibilities included:
 - i. A colloquium for local archivists to speak, present, and share
 - ii. An open invitation "show and tell"
 - iii. A social gathering/ event
 - iv. Opportunity to give 5 minute presentations on any topic
 - v. Panel speakers on a specific topic
 - vi. Guest speaker on a particular topic, such as More Product, Less Process
 - b. Question was asked if students and paraprofessionals could attend
 - c. Jennifer decided to create a small task force to plan some ideas for the event and bring details back to the membership.
 - d. Anyone wishing to volunteer for planning should identify themselves to Jennifer or another TCART officer.

News and Announcements

1. A reminder that **membership renewal is currently due July 1.**
2. Minnesota Digital Library annual meeting is June 6

Business Meeting was adjourned.

State Fair Archives Tour and Presentation

Proposed Membership Year Change

The TCART officers have proposed changing the dates of TCART membership from July 1-June 30, to the date of the fall meeting, essentially Fall to Fall. The reasons for this change are two-fold: to encourage members to renew their membership on a more consistent basis, and to provide the opportunity to renew in person during a TCART meeting. Many members already take the opportunity to renew their membership during our meetings. During a discussion at the spring meeting on May 18, members recognized the challenge of having dues and membership renewal occur during the summer, and the suggestion of changing the date to coincide with a TCART meeting was made.

Please renew your membership on the current schedule this year by July 1, as a change to the TCART membership year will require a change to the TCART by-laws and will need to be voted on by TCART members. The dues amount will remain the same. If you have comments or suggestions related to this proposed change, please submit them to Jennifer Johnson, at Jennifer_i_johnson@cargill.com.

Grants for Archives

The Center for History of Physics, American Institute of Physics, offers grants to process and describe archival collections in the history of physics and astronomy. For the current year, the deadline for applications is August 15, 2011. The grants are intended to make accessible records, papers, and other primary sources that document the history of modern physics and allied fields (astronomy, geophysics, optics, etc.). Grants may be up to \$10,000 each and can be used to cover direct expenses connected with preserving, inventorying, arranging, describing, or cataloging appropriate collections. Expenses can include staff salaries/benefits and archival storage materials but not overhead or equipment.

The AIP History Center's mission is to help preserve and make known the history of modern physics, astronomy, and allied sciences, and the grant program is intended to help support significant work to make original sources in these fields accessible to researchers. Preference will accordingly be given to medium size or larger projects for which the grant will be matched by the parent organization or other funding sources. For grant guidelines check the Center's Web site at <http://www.aip.org/history/grntgde.htm> or call 301 209-3165. Inquiries are welcome, and sample proposals are available on request. A list of previous recipients is on our Web site.

Deadline for receipt of applications is 15 August 2011.

Mysteries of Magnetic Tape Revealed!

Analog audio- and videotape formats dominated the recording of sound and moving images for the better part of the late 20th century, stretching back as far as the 1950s. Whether acquired through in-house creation or external donation, these machine-readable formats have become increasingly common denizens of archival holdings all over the world. And their growing numbers, the recent alarms regarding their uncertain physical viability, and their dependence on largely obsolete technology serve only to further perplex the collections manager who is more comfortable with paper and born-digital records.

This symposium gathers archivists and practitioners to discuss the basics of magnetic audio and video media. Topics such as physical characteristics, preservation issues, format obsolescence, collections management, description, use and options for reformatting represent some of the content of this valuable exploration of the mysterious world of analog magnetic media.



The two-day symposium, sponsored by the Midwest Archives Conference (<http://www.midwestarchives.org>), will be held 20-21 October 2011, at the Clarion Hotel and Conference Center in Sioux City, IA. Details to come but, for now, save the date!

Archives Updates

Minnesota State University, Mankato

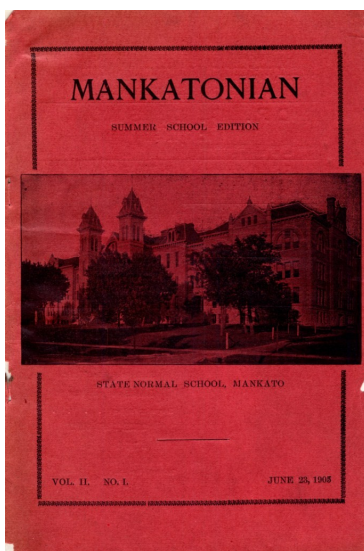
Two historic student magazines published from 1888-1913 by Mankato State Normal School have been digitized, thanks to a Minnesota Historical Society Historical and Cultural Heritage Grant to Minnesota State University, Mankato's University Archives.

University Archives used a Digital Conversion and Access Grant to digitize the monthly magazines, *The Student* (1888-1891) and *The Mankatonian* (1891-1913). Digitization makes the volumes available to researchers, genealogists, students and all Minnesotans through the university's digital collections site, <http://mldm.lib.mnsu.edu/>.

The magazines soon will be available on the Minnesota Reflections site as part of the Minnesota Digital Library at <http://reflections.mndigital.org/>.

The Mankatonian and *The Student* were monthly magazines published by Mankato State Normal School students during the school year and a few summer sessions. *The Student* was published from 1888-1891, when the name was changed to *The Mankatonian*, published from 1891-1913.

Both publications included summaries of school activities, poetry and articles, social events and other topics of interest, as well as advertisements from area businesses.



Content provides a students'-eye view of the history of the university, the Mankato area, and Minnesota higher education at the turn of the century. The text is fully searchable – made possible by optical character recognition software. Before they were digitized, there was no index or way to search the magazines for a topic or an individual.

Historical and Cultural Heritage Grants are made possible by the Minnesota Legislature, from the Arts and Cultural Heritage Fund, created with passage of the Clean Water, Land and Legacy Amendment to the Minnesota Constitution.

More information about the project is at <http://lib.mnsu.edu/archives/diglib/sp/studentpublications.html>.

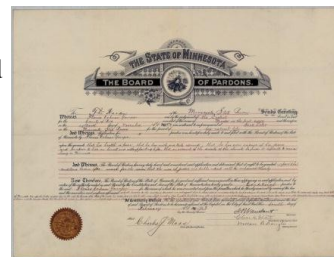
Minnesota Public Radio

Minnesota Public Radio is opening its archive to the public. Check it out at <http://mprnews.org/archive/> (launches June 28th).



Minnesota Historical Society

Through the generous support of the Arts and Cultural Heritage Fund, the Minnesota Historical Society continues to digitize archival material. To date, portions of nineteen manuscript or government records collections have been digitized and made available to the public as PDFs. One of the recently completed scanning assignments includes more than a thousand documents related to the James-Younger gang's attempted robbery of Northfield's First National Bank in September 1876. Items range from official court documents generated by the Younger brothers' capture, trial, and prison sentences to personal accounts and reminiscences—including Cole Younger's own hand-written account of the robbery.



Of particular interest are two letters from the Minnesota State Prison (Stillwater, Minn.) case files (discharged inmate files). The two letters were written in 1938 by Frank Dalton to prison warden Leo Utecht. Dalton wanted to know of Cole Younger's "bullet wounds and scars (if any), and how many." It is MHS Collections Assistant Christopher Welter's supposition that this Frank Dalton is in fact J. Frank Dalton, the notorious Jesse James impersonator who revealed himself to an Oklahoma newspaper in 1948. Welter is writing a Dalton article, which is tentatively scheduled to be included in the winter issue of *Minnesota History*.

Dublincoregenerator.com

As part of Nick Steffel's coursework at St. Catherine University last fall, he took a look at metadata standards with particular interest in Dublin Core. Steffel and his classmates worked with various online tools for generating Dublin Core code, and they reached a fairly unanimous conclusion: the tools weren't that good.

Subsequently, he developed a new and improved tool for generating this code. The result is available at www.dublincoregenerator.com. Tools on the site allow users to put metadata information into a simple HTML form and, in the click of a button, will turn that input into fully formatted Dublin Core code. The site supports both HTML and XML code output and also allows users to save the generated metadata to a text file on their computer. All elements are easy to duplicate and links are provided to documentation on Dublin Core as well as subject vocabularies and encoding schemes that are commonly used in Dublin Core.



we make it simple.



Newspapers
Year Books
Alumni Publications



Special Collections
Manuscripts
Artwork



Annual Reports
Company Newsletters
News Clippings

powerful digital archiving made easy.

The next step...

Call or email Jeff Ruprecht to discuss your project or to set up a convenient time for a demonstration. We look forward to hearing from you.

Jeff Ruprecht
Director of Sales
j.ruprecht@arcasearch.com
866-479-2743
www.arcasearch.com

A division of ColorMax, Inc.



Year 2011-2012 Membership Renewal Form

Membership for July 1, 2011 – June 30, 2012

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 _____

Professional Development Award Report

by Nick Steffel

This spring I was fortunate enough to receive a TCART Professional Development scholarship to attend the “Grantseeking for Beginners” seminar hosted by the Minnesota Council on Foundations. This one day seminar had been recommended to me by a number of librarians and archivists as a great initial class to learn about the process of grant seeking and effective grant writing. As these skills are becoming an increasingly important part of our profession, I was excited to learn some of the tricks of the trade.

The seminar was hosted at the Amherst Wilder Foundation's headquarters in St. Paul, MN. The attendees – over eighty in all – varied from students such as myself to people working with nonprofits, arts and cultural organizations, community groups, churches, schools and more. This particular seminar looked at pursuing grants from nonprofit foundations, not government sources, so the day began with a broad overview of the different types of grant making foundations in Minnesota and some facts and figures on the types of grants that they provide. They also provided an outlook on how foundation giving in Minnesota has changed over the past decade and offered some insights into how foundations think their situation will change in the coming year.

The bulk of the day was taken up by a thorough overview of how to develop a successful grant proposal. Lori-Anne Williams, a grant writing consultant, led the discussion and was a very knowledgeable and engaging speaker. She took the group through each facet of a typical grant proposal, from researching for potential prospects and sending letters of inquiry to developing the proposal itself and gathering the required documentation. I particularly appreciated how much attention she paid to developing clear objectives

and methods for evaluating a program's success, emphasizing repeatedly that a grant was to address a particular need or project and not just your organization's overall cause. Over lunch we were each given two actual grant proposals and later, as a group, shared our thoughts on their strengths and weaknesses. Especially for someone new to the field like me, getting a chance to see what an actual complete grant proposal looks like was immensely useful.

The day wrapped up with a panel discussion with a number of officials from three major local foundations. In addition to taking questions from the audience, it was also interesting just to hear them discuss the nature of their foundations (which varied quite widely) and their particular pet peeves or must-haves when it came to grant proposals.

As a total novice to grant seeking and grant writing, I left this seminar with a much better grasp of what I would need to have and need to know in order to prepare a successful grant proposal. Between the seminar itself, the contacts I made, and the folder of tips and resources I left with, I feel more than ready to hit the ground running on my first grant!



Treasurer's Report

TCART Treasurer's Report
Nov 2010-May 2011
Treasurer: Jenel Farrell

INCOME		
Date	Description	Deposits
11/19/2011	Memberships (3)	\$30.00
1/11/2011	Memberships (8)	\$100.00
3/18/2011	Memberships (5)	\$50.00
5/9/2011	Memberships (2)	\$20.00
Total:		\$200.00

EXPENSES		
Date	Description	Withdrawals
	College of St.	
	Benedict - food for	
11/17/2011	TCART meeting	\$80.00
	SAA Multimedia - E-	
	Records for TCART	
5/9/2011	meeting	\$135.00
	TCART site hosting	
5/9/2011	Aplus.net	\$9.99
	TCART Professional	
	Dev Award - Nick	
5/10/2011	Steffel	\$95.00
Total:		\$319.99

SUMMARY		
Beginning Balance	11/15/2010	\$2,040.54
Deposits		\$200.00
Expenses		\$319.99
Ending Balance	5/15/2011	\$1,920.55

Jeff A. Jenson
 TCART Newsletter Editor
 College and Lutheran Church Archives
 Gustavus Adolphus College
 800 West College Avenue
 St. Peter, MN 56082-1498