



Twin Cities Archives Round Table

Newsletter

President's Message

Dear Fellow TCART'ers,

Welcome to 2005! We had a very successful "fall" meeting on January 24th at the Minneapolis Public Library. I was a little behind in scheduling the meeting, hence the January date, but all worked out because we had great attendance. ☺

JoEllen Haugo of Minneapolis Public hosted and Jack El-Hai, a Minnesota author, spoke on "Preparing for an organizational history: What's in it for Archivists?" Jack's presentation was very informative and he provided us with some "Tips for Archivists." I would like to thank them both for their efforts.

After the presentation, we had a short business meeting. Topics the board will be pursuing include: a TCART website, a new brochure, and the development of a small scholarship to help TCART members attend MAC meetings. If you have an interest in working on any of these topics please contact a board member. We would appreciate your input.

We are working on another metro location for our spring meeting. If you have a topic you would like to present on or hear about please let me know.

At the spring meeting we will be electing both the Secretary and Newsletter Editor for TCART. If you have questions about the positions, please contact Julia Hally or Candy Hart.

That's all for now. I hope to see you at the spring meeting.

Yours Archivaly,

Daardi Sizemore
TCART President

A Death in the Family

Richard E. Carroll, executive director of the North Star Museum of Boy Scouting and Girl Scouting and a dedicated member of TCART, died August 28, 2004, at the age of 66, from complications of lung disease. A member of the Boy Scouts for 52 years, Dick expanded the museum's audience to a regional level and created exhibits that traveled to the Minnesota State Fair and St. Paul's Landmark Center, among other sites. Dick held many scouting positions and received a number of awards and citations from the organization. He also served as TCART's president (2000-2002) and treasurer. A donation in his memory was made to the museum by TCART.



CLIC Digital Projects Forum

The CLIC Digital Projects forum, which took place on January 25, 2005, marked the first conversation among CLIC (Cooperative Libraries in Consortium) library staff about digital projects. CLIC is a non-profit federation of the libraries of eight private colleges and universities in the Twin Cities and they share a common catalog.

The forum, sponsored by the CLIC Technical Services Executive Committee (TSEC), was designed to provide an opportunity to learn more about digital projects that are currently underway in the cooperating institutions and to start assessing what the future holds for CLIC in this area. The purpose of this event was to share knowledge and to generate awareness about digitization and libraries, starting at the local level.

Three CLIC libraries reported on projects at their institutions. Deborah Kloiber represented the College of St. Catherine, Gretchen Tuchel, John Kinsella, and Anne Kenne spoke from the St. Thomas perspective, and Mike Kathman and Miranda Novak spoke about projects at both the College of St. Benedict and St. John's University, as well as the Minnesota Digital Library initiative.

Each presenter focused on the following topics: reasons and process for getting started in digital projects; staffing for the projects; technical services implications

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(metadata, integration with catalog, standards, etc.); systems and software used; copyright issues; partnerships; usage and reaction from users; the future of their digital projects; recommendations to those getting started; and, opinions on the importance of digital projects.

The feedback received from the forum was overwhelmingly enthusiastic and there is initiative underway to build on that enthusiasm. For consortia, one beauty of digital projects is the built-in ability for libraries to move at their own pace and in their own direction, while still entertaining consistorial possibilities. Equally attractive is the cross-group nature of digital projects, bringing public services, tech services, and systems folks together naturally. CLIC, and TSEC in particular, hope to find ways to facilitate those who wish to come together in order to learn more, to share knowledge, and, potentially, to embark on collaborative digital projects.

Angi Faiks
Associate Library Director
Collection Management Team Leader
Dewitt Wallace Library
Macalester College



Spring MAC Reminder

The spring MAC (Midwest Archives Conference) meeting will be in Chicago, Illinois, April 28-30, 2005. More information can be found at MAC's Web site (<http://www.midwestarchives.org/milwaukee/home.html>).

For those looking ahead, the fall 2005 MAC meeting will be September 29-October 1, 2005, in Bloomington, Indiana.

A look at the A*CENSUS: The TCART Point of View

(A version of this article was presented at Midwest Archives Conference, October 2004.)

In May 2004, the archival profession participated in the A*CENSUS (Archival Census and Education Needs Survey in the United States). TCART was contacted by the organizers of A*CENSUS to encourage all of our members to participate. The mailing list was developed primarily from membership lists gathered from U.S. archival associations (including TCART). The total number of individuals who responded to the A*CENSUS is 5,620. That yields an official response rate of 47.1%. While that is a good number, TCART members did much better than that.

TCART ended up having the highest response rate of the Local Associations, and the third highest response rate of any category. We had 44 of our 53 members respond for an 83% response rate!

Here are some of the data results relating to TCART.

- Which type of organization best describes your employer?
 - 13— Academic - 32.5%
 - 8— Government Agency - 20%
 - 15— Non-profit - 37.5%
 - 2— For-profit - 5%
 - 2— Other - 5%
- What is the age of the membership?
 - 20.9% of TCART members are under the age of 40. (9)
 - 62.9% are between 40-59 years of age. (27)
 - 13.9% of members are over 60. (6)
- Professional association affiliations.
 - 79 people indicated they were from Minnesota.
 - 56 of them are MAC members
 - 33 are SAA members

44 indicated they were TCART members
42 people who indicated they were MAC members are also TCART members (92% of TCART respondents are also in MAC). (TCART provided a membership list with 53 names.)
55.6% of Minnesota archivists who responded to the A*CENSUS are members of TCART.

This is one of the most useful pieces of data from the survey. It means that there are around 35 Minnesota archivists who are not members of TCART and 23 who are not members of MAC. There are also more Minnesota archivists in MAC than are in TCART. While these numbers may not be firm because of how people did or did not fill out the survey, it does indicate that there are potential members for both of these organizations up in Minnesota.

The other extremely useful component of the survey results are the questions related to continuing education opportunities. In the last few years, TCART has begun sponsoring workshops for members. According to the A*CENSUS results, people like to get their continuing education from regional organizations (like MAC) first closely followed by state and local organizations (like TCART). This means that TCART is on the right track.

In the past, we have set up workshops based on who attends the annual meetings. We do some brainstorming and go from there. These meetings do not always have high attendance so these sessions definitely do not represent the larger membership. The workshops have been well received but the attendance has varied by subject. The results of the A*CENSUS can really help TCART plan for workshops that will attract Minnesota archivists.

According to the results these are some of the most requested/popular workshop topics from Minnesota archivists. (20 or more people indicated they would be interested in these topics.)

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(A*CENSUS, continued from p. 2)

- Copyright (22)
- Digital/media asset management (31)
- Digitization (29)
- EAD (23)
- Electronic Records (28) (23) (26)
- Metadata (20)
- Website creation and management (22)

These topics provide some clear opportunities for future workshops sponsored by TCART. It also can be a great way to collaborate on workshops with other groups. The Minnesota Digital Library has done workshops on metadata and digitization and will be doing them again. It is possible TCART could help to co-sponsor these workshops or at least help advertise them. The reverse could also be true. I'm an active member of both of these groups and it never occurred to me that this might be possible until I reviewed this A*CENSUS data. The goal is to provide TCART members with opportunities for professional development that interest them. Who provides them is less important than the opportunity. The information from the survey can help with this.

Every year when TCART members get their member renewal form, they are asked if they would be willing to serve as a resource for other TCART members, host a meeting, or lead or give a session on a topic. Members provide the subject areas they could present/serve as a resource on.

Twenty-five members said they would be willing to be a resource on a wide variety of topics. Interestingly, five of the seven "top" topics from the A*CENSUS results are listed. The combination of data from the A*CENUS results and TCART member renewal forms can help us plan for workshops for our members. The A*CENUS results can also help us structure our questions on the renewal form to identify other potential speakers and preferred topics. From my point of view the A*CENSUS has been an extremely worthwhile project. From an

individual's point of view, I was glad to contribute my data and opinions on a variety of topics. From a local organizations point of view I see how it can help us look to the future to meet the needs and interests of our members.

If you would like more information about the A*CENSUS results visit <http://www.archivists.org/a-census/index.asp>.

Daardi Sizemore, C.A.

**Winter Meeting 2005
Minutes
Minneapolis Public
Library
275 Nicollet Mall
Minneapolis, MN
Monday, 1/24/2005
2:00 p.m. – 4:00 p.m.
Host: JoEllen Haugo**

In attendance: Leslie Csechowski, Daardi Sizemore, Steve Granger, JoEllen Haugo, Candy Hart, Julian Plante, Jim Fogarty, Molly Tierny, Maria Plonski, Julia Hally, Linda Mack Schloff, Katie Dishman, Tony Jahn, Charles Rodgers, Joan Henry, Midge Andreas, Susan Stepka, Erin Zolotukhin-Ridgway, Debbie Miller

Presentation by Jack El-Hai
"Preparing for a Corporate or Organizational History Book"
Jack talked of his experiences in writing corporate histories, many in conjunction with Craig Davidson. Recommendations for archivists included: get into the picture early in the process; determine early on the purpose of the project; suggest people who might be good sources of information for interviewing; identify and suggest artifacts, papers, and other archival materials that might tell a compelling story; think in advance about ways to remove artifacts for photography; streamline methods of duplicating photographs; and

be prepared to give researcher or writer access to materials.

Secretary's report

Presented by Julia Hally and approved.

Treasurer's report

Presented by JoEllen Haugo and approved. Money (\$100.00) to be sent to North Star Scouting Museum in memory of Dick Carroll.

Newsletter

Candy requested articles for news-letter – need them by end of February. Newsletter to be out in March.

President's report

Daardi Sizemore spoke at MAC on the A*Census. Seventy-nine archivists in the state responded to the survey. More are members of MAC than TCART. Areas of interest as indicated by the survey - education, local and regional organization workshops. Daardi suggested that we look at scheduling a workshop for later this year.

Old Business

The Grant Writing Workshop planned by Heather Craig, JoEllen Haugo, and Steve Granger was cancelled because not enough people responded. Reported that working with SAA was easy and they would be willing to try again with another workshop.

New Business

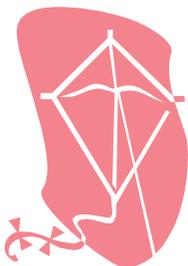
Discussed ways to use TCART money

- Donate to MAC for publicity
- Workshops
- Mail brochure to MAC members who live in Minnesota
- Suggested that we need to design a new brochure
- Provide scholarship money to attend MAC
- Web site for TCART
 - Need to buy a URL
 - New directory – electronic on TCART Web site? We would have to ask if members want their information on the site. Perhaps it

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should be password protected, which would add to the cost of Web site maintenance

- Newsletter could be on the Web site
- Future Workshop Ideas - Please send any ideas to TCART officers
- Spring Meeting
 - Should be during the day
 - To be held in the Metro area
 - St. Paul Public Library was suggested as a possible location



How to Contact TCART Officers

President Daardi Sizemore:
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Librarian, Minnesota State University,
Mankato Memorial Library, ML3097,
P.O. Box 8419, Mankato, MN 56002
507-389-1029
daardi.sizemore@mnsu.edu

Secretary Julia Hally:
Information Specialist, Corporate
Library/Information Center, Target
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Minneapolis, MN 55401
612-370-6595
julia.hally@target.com

Treasurer JoEllen Haugo:
Special Collections Department, Min-
neapolis Public Library, 250 Marquette
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612-630-6353
jhaugo@mplib.org

Newsletter Editor Candy Hart:
Archivist, Hamline University MS-
C1919, 1536 Hewitt Av., St. Paul, MN
55104
651-523-2050
chart@hamline.edu

Treasurer's Report, May 2003 to November 2003

Treasurer J. Haugo

Beginning balance 6/01/2004 **\$1107.49**

Receipts (dues and donations)

Date	Description	Deposits
8/24/2004	Memberships (31 plus \$5.00 donation)	\$335
9/16/2004	Memberships (7)	70
1/20/2005	Memberships (6)	60

Expenses

Date	Description	
Checks written		
7/31/2004	Julia Hally: postage, stamps, paper, mailing labels & seals	\$79.24
7/31/2004	Candy Hart: printing and stamps	\$52.62
1/20/2005	Julia Hally: postage	\$37.00

Recapitulation

May 2004-		
Beginning balance 6/1/2004		\$1107.49
Receipts (dues and donations)	\$ 465.00	1/20/2005
Expenses	<u>-\$ 168.86</u>	
Ending balance as of	1/20/2005	\$1,403.63

Weinstein Confirmed

Dr. Allen Weinstein was confirmed as Archivist of the United States on February 11, 2005. In a statement released that day, the Society of American Archivists (SAA) "reiterated its concern that the process of nominating a new Archivist of the United States 'was undertaken outside both the letter and the spirit of the law.'" After congratulating Weinstein on his appointment, SAA president Randall C. Jimerson said, "However, SAA calls on the Bush Administration and Congress to conduct oversight hearings on the future of NARA [National Archives and Records Administration] and to establish—and follow—proper procedures for future nominations."

The White House asked John Carlin, the former Archivist, to resign in December 2003, with no explanation given to Congress, as required by law. Weinstein's nomination was moved on quickly, allowing no time for consultation by interested professional associations. Because of the lack of due process, "SAA chose neither to support nor to oppose Weinstein's appointment." Jimerson has promised that the organization will "offer our assistance and cooperation as [Weinstein] takes on the critical role of Archivist of the United States."





Year 2004-2005 Membership Renewal Form

*** Membership runs from July 1, 2004 to June 30, 2005 ***
regardless of when payment is received

Name: _____

Title: _____

Organization: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

E-mail: _____

Organization URL: _____

Would you be willing to serve as a resource for other TCART members? (For instance, if someone has questions about photograph preservation or acquisitions policies.)

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 roundtable discussion on a particular topic?

Yes No If yes, please specify _____

Membership dues are \$10 – Make check payable to TCART

Mail completed form and payment to:

TCART Secretary
Julia Hally
Target Corporation
1000 Nicollet Mall, TPN 0800
Minneapolis, MN 55403

GEORGIA ARCHIVES INSTITUTE

June 13-24, 2005
Atlanta, GA

Designed for beginning archivists, manuscript curators, and librarians, the 38th Georgia Archives Institute will offer general instruction in basic concepts and practices of archival administration and management of traditional and modern documentary materials. The Institute is sponsored by the Georgia Archives, the Society of Georgia Archivists, and the Atlanta Regional Consortium for Higher Education.

Dr. Gregory Hunter, Associate Professor in the Palmer School of Library and Informa-

tion Science at Long Island University, will be the instructor during the first week.

Topics will include acquisition, appraisal, arrangement, description, reference, and legal and administrative issues. The second week of instruction will begin with training on preservation by Christine Wiseman, Preservation Manager at the Georgia Archives. To link archival theory with real world application, students will also participate in individualized, three-day practicums at local archival repositories.

Tuition is \$500. Enrollment is limited and the deadline for receipt of application, re-

sume, and \$75 application fee (refunded if not admitted to Institute) is April 1, 2005. Tuition does not cover transportation, housing, or meals. Housing information is available upon request. (The Society of Georgia Archivists awards one scholarship for the Institute consisting of full payment of tuition.) For an application to the Institute or information, please contact:

Anne A. Salter, Director
Weltner Library

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