



OHIO ARCHIVIST

The Ohio Archivist is published online twice a year
and is available from <http://ohioarchivists.org/>

NEWSLETTER
SPRING 2012

Janet Carleton, Editor
George Bain, Features Editor
Lisa Rickey, News & Notes
Daniel Noonan, DiGITaL

Inside this Issue:

Annual Meeting	<u>1</u>
President's Message	<u>2</u>
SOA News	<u>3</u>
DiGITaL: Digital Guidance, Information, Tips,	<u>7</u>
News & Notes	<u>10</u>
SOA 2012 Slate of Candidates	<u>16</u>
Ohio Historical Records Advisory Board News	<u>20</u>
Making Dr. Sabin Accessible For All	<u>22</u>
Digitizing Civil War Materials in the Marietta College Library	<u>28</u>
SOA Leadership, and Mission	<u>32</u>

2012 SOCIETY OF OHIO ARCHIVISTS ANNUAL MEETING

The Society of Ohio Archivists annual meeting is scheduled for Friday, May 18, once again at the lovely [Conference Center at OCLC](#) in Dublin.

This year's plenary speaker will be **Jason Crabill** discussing "Celebrations, Commemorations, and Collections: Delivering Immediate Impact and Creating Lasting Value." Jason is manager of Curatorial Services at Ohio Historical Society, and is responsible for overseeing the curators, registrars, catalogers, and digital services staff of the organization. While at OHS, Jason has also served on several



exhibit development teams, most notably the "Let's Explore Ohio" initiative and both "Controversy" exhibits, as well as serving as project director of Ohio Memory and co-director for the Ohio Newspaper Digitization Project. Jason studied anthropology at Ohio University, received his MLIS from Kent State University and is a graduate of the Seminar for Historical Administration.

Both traditional sessions and posters are planned, focusing on viability, durability, renewability; continuing, saving, and reusing resources and funding sources; collaboration; sustaining enthusiasm and interest in archives; surviving and planning for downsizing and relocation projects. Lunch will be provided. ***Come out to network with, and learn from, your colleagues!***

Registration is \$30 for students, \$35 for SOA members, \$40 for non-members. Please preregister online by Friday, May 11, at <http://www.ohiohistorystore.com/Society-of-Ohio-Archivists-C163.aspx>. (Onsite registration will be available, but lunch will not be included.) For more information, please visit <http://ohioarchivists.org/>.

Dear SOA members,

A devoted member recently asked me what my leadership philosophy is relative to SOA. After some careful consideration I realized that both in my daily work and my work with SOA I expect those around me to rise to the occasion and lead the charge in the endeavor they seek. I will be there to support, cheer on, and do the dirty work when necessary, but I think that SOA provides a wonderful opportunity for people to rise up and become the leader that they are, whether



they know it yet or not. Archival work requires strong decision-making skills, diplomacy with donors, boards and supervisors, and the skills to research topics thoroughly. All of these elements combined with a bit of confidence and faith in those around you create the scene for the growth of a leader.

Council and the committees have been working to continue to mold SOA into a dynamic group **that can address the needs of its members. The excitement and enthusiasm are there but it can't** be done without every member contributing in some way. By serving on a SOA committee or joining a discussion on the Listserv you are working to strengthen SOA and to promote archives in Ohio. Please voice your thoughts, concerns, and unique professional experiences to your archival colleagues.

Good leadership requires constant opportunities to learn and expand your horizons. SOA's annual meeting is the perfect chance to do just that. Once again we will be meeting at the wonderful Conference Center at OCLC in Dublin, Ohio, on May 18. The theme of the meeting revolves around keeping archives vital, relevant, and sustainable. In time of tight and reduced budgets we need to be as creative as possible to not just survive, but to thrive. Please join your colleagues for what promises to be a great opportunity to share experiences and strategies for success.

See you in Dublin!

Christine Schmid Engels
President, Society of Ohio Archivists

It's time to renew your membership to SOA!

Individual and student-level members receive special rates at conferences and workshops, voting rights at the annual business meeting, and listing on the SOA membership roster. Patron and sponsor-levels include all individual membership benefits plus providing support for SOA special projects. Institutional-level members receive discounts for up to two employees to attend the

annual meeting. The membership year begins on January 1.

If you did not receive a membership renewal letter in the mail, please download the brochure from the [SOA website](#), and send it with payment to Emily Gainer, SOA Treasurer, 1805 Brookshire Road, Akron, OH 44313.

SOA MERIT AWARD NOMINATIONS SOUGHT

Do you know of an individual or organization in Ohio that is doing a remarkable job of preserving and making their records available? Or perhaps they are networking with allied professionals in innovative ways, formulating new standards or creating public programs worthy of recognition. Help us recognize your colleagues for their hard work!

The Society of Ohio Archivists Merit Award is given to individuals or organizations that have by excellence in deeds, actions, or initiatives improved the state of archives in Ohio over the past year. The award will be presented at the annual meeting on May 18.

Applications should include the following,

Name of nominee

Nominee's employer or institution

Nominee's mailing address, phone number, e-mail address

Brief reason for nomination

Nominator's contact information.

Applications can be sent via mail or e-mail to Judith Wiener, OSU Health Sciences Library, 376 West 10th Avenue, Columbus, OH 43210 or judith.wiener@osumc.edu by **April 13**.

SOA MERIT AWARD WINNERS

2011 The Intermuseum Conservation Association
2009 The Margaret Clark Morgan Foundation; the OhioLINK EAD Task Force

2008 Roland Baumann

2007 Barbara Floyd; W. Scott Oelslager; Robert Schmidt

2006 Judy Cobb; Anna Heran; Mark Leff

2004 Dawne E. Dewey; Dr. Jacob Rader Marcus

2003 Laurie Gemmill; Ruth Helmuth; David Larson; Jean R. Mahn; Robert E. Mahn; Kermit Pike

2001 Martin Hauserman; Madeline "Mitch" Helms;
Diana Marchese

2000 Kenneth Grossi

1999 Donna Oxenrider; Margaret Theibert

1998 George Parkinson

1997 Raimund Goerler; David Van Tassel

1996 Charles Arp; Mary Bowman; Frederick Lautzenheiser; Julie Overton

1995 Mary Noonan

1994 Richard W. Gross; Nancy Johnston; George W. Bain

For more information on the award and past recipients, please visit:

http://ohsweb.ohiohistory.org/soa/index.php?title=Merit_Award.

The Society of Ohio Archivists, LYRASIS, and the Ohio Historical Society cosponsored the annual Fall Workshop on September 27–28, 2011 at the Ohio Historical Center in Columbus, Ohio. This two day workshop entitled, **"Staying on TRAC: Digital Preservation Implications and Solutions for Cultural Heritage Institutions,"** drew 25 attendees from a variety of cultural heritage institutions from around the state. The workshop covered a variety of digital preservation topics including building a trustworthy repository, succession planning, building a preservation program, and technical solutions available to cultural heritage institutions.

Overall, attendees felt that they received a wealth of information and ideas to take back to their institutions.

SOA would like to thank LYRASIS and the Ohio Historical Society for cosponsoring the workshop as well as Robin Dale of LYRASIS and Priscilla Caplan of the Florida Center for Library Automation for presenting.

Do you have an idea for a workshop? If so, the SOA Educational Programming Committee is always interested in hearing your ideas for future workshop topics. Please send your ideas to Jacky Johnson, chair.

MIDWEST ARCHIVES CONFERENCE FALL SYMPOSIUM

The Midwest Archives Conference Fall Symposium will be held in Cincinnati on October 18–20, with the topic of **"K–16 Students and Primary Sources."** This will be a chance for educators and archivists to work together to develop cooperative strategies for introducing students of all ages to primary source material.

SOA Council voted to sponsor a teacher scholarship for the symposium with a \$100 donation, after being approached by MAC. Council had no trouble reaching that decision because of the important topic, the excellent work that MAC does,

and the meeting's location in our home state. This money will go directly toward registration costs for a teacher, acknowledging the importance of encouraging educators to participate in this discussion with archivists. While directly helping to make the symposium affordable to a teacher, the registration costs themselves go toward catering, speaker costs, and any educational material distributed. SOA Council is excited that MAC chose an Ohio location and looks forward to a great symposium. More information on the symposium at <http://www.midwestarchives.org/>.



The Society of Ohio Archivists is pleased to announce two scholarships available to students and new archival professionals with three years or less experience in the workplace to attend the annual meeting on May 18. The scholarship consists of conference registration (including lunch), a one-year membership to SOA, and a \$75 travel stipend. Awardees are required to write about their experience for publication in the Ohio Archivist.

Applications should include the following,

- **Applicant's name, mailing address, and e-mail address**
- Description about how the conference will benefit the applicant professionally
- **Brief description of the applicant's scholarship and contribution to archives.** This will be taken into consideration along with the applicant's number of years in the field or academic study
- **Statement of the applicant's need for financial support to attend the conference**
- **Students should list their school's name and academic program**
- New professionals should list their employer and number of years working within the field.

Applications should be sent via mail or e-mail to Judith Wiener, OSU Health Sciences Library, 376 West 10th Avenue, Columbus, OH 43210 or judith.wiener@osumc.edu by **April 13**.

ARCHIVES MONTH 2012 THEME SET: THE PEOPLES OF OHIO

This year's Archives Month in Ohio theme is **"The Peoples of Ohio."** In setting the theme the SOA Archives Month Committee offers archival centers across Ohio an opportunity to feature the many groups that are or have been part of Ohio's population. According to Archives Month Committee chair George Bain, this can be pre-European residents, English, German, Irish, and African migrants, on to east and south Europeans along with Asians, and more recently Hispanics and Somalis. It can also be political leaders and governmental

figures, warriors, farmers, artists, inventors, labor union members and business figures, church members and leaders, and students. The members of the committee encourage repositories to start now on planning activities around this theme in October.

Past posters and activities can be viewed at http://ohsweb.ohiohistory.org/soa/index.php?title=Archives_Month. For more information contact Bain at 740-592-3828 or bain@ohio.edu.



SOA has a new group on LinkedIn! Join SOA's groups on LinkedIn at <http://www.linkedin.com/groups/Society-Ohio-Archivists-4344207> and Facebook at <https://www.facebook.com/groups/13967250428/> to share news, information, photos, and links with fellow SOA members. These groups are great forums for discussion, questions, and comments about archival and historical work being done throughout Ohio.

(And don't forget about the old-fashioned SOA Listserv—subscribe by visiting <http://lists.oplin.org/mailman/listinfo/ohioarchivists>.)

DID YOU KNOW?

Council minutes, treasurer's reports, and even newsletters back to 2002 can be found on the SOA site at <http://ohioarchivists.org/>.

YOUR TAX REFUND CAN MAKE HISTORY!

by Todd Klesmit, Ohio Historical Society

If you have not already filled out your state income taxes, you may still have the opportunity to make history with your refund. History advocates have a new and convenient way to demonstrate their support for history and preservation in Ohio. For the first time, taxpayers will be able to donate a portion of their income tax refund to the Ohio Historical Society. The 2011 Ohio individual income tax forms provide a blank box in which those receiving a refund can designate an amount of it for donation. The box is labeled **"NEW – Ohio Historical Society"** and you can find it at line #25d on your Ohio Form IT1040; line #18d on Ohio Form IT1040-EZ, or line 13d-4 of the TeleFile worksheet.

The Ohio Historical Society will use the revenue generated from tax refund donations to create the History Fund—a new grant program to support history-related projects throughout Ohio. These will include restoration of historic properties, care for

historic objects, education initiatives, public programs, and more, across the entire state of Ohio. OHS is busy preparing criteria for the grants program, which was unveiled March 1 at Ohio's Statehood Day celebration at the Ohio History Center.

The Ohio Historical Society income tax check-off was approved as part of the state's two-year budget that was signed into law by Governor John R. Kasich on June 30, 2011. As of February 29, more than \$45,000 had been collected. OHS expects this number to dramatically increase as more and more Ohioans file their taxes before the April 15 deadline. Please be sure to remember that tax time is

also your time to support local history! For more information, go to <http://www.ohiohistory.org/historyfund>. For copies of forms IT1040; IT1040-EZ, and the TeleFile worksheet, go to http://dw.ohio.gov/tax/dynamicforms/searchresults_individual.asp.



DIGITAL:**Digital Guidance,
Information, Tips,
and Lingo**■■■■■■■■■■
**Daniel Noonan, editor
e-Records/digital resources archivist
The Ohio State University**

In the summer of 1998 the Archives for the State of Ohio (State Archives) under the leadership of Charlie Arp, in conjunction with the Department of Administrative Services' former Office of Policy and Planning (OPP), brought together representatives from various segments of state government to review, discuss and revise a draft electronic records policy. From these seminal meetings was born the Ohio Electronic Records Committee (OhioERC), which nearly a decade and a half later is still a vital volunteer organization, investigating the records management implications of utilizing social media and cloud computing to determining the currency of existing published OhioERC guidelines.

As part of an ongoing effort,

by Daniel Noonan, The Ohio State University

over the past four years to brand itself and raise its profile, this past June the OhioERC articulated its mission as,

The Ohio Electronic Records Committee identifies best practices and develops resources concerning the creation, maintenance, long-term preservation, and access to the electronic records of Ohio's public entities. The Committee advocates for implementation of, and educates its constituencies regarding, these best practices.

Electronic records—born digital or converted—continue to present unique challenges for archivists and records managers, as well as the day-to-day personnel that must utilize them in conducting the business of their organization. As society continues to shift from traditional, paper-based methods of recordkeeping to electronic recordkeeping, the issues surrounding the management of electronic records become more significant. As the nature of

electronic records and the tools to create and interact with them continually evolve—or mutate for that matter—records and information are produced at an ever increasing rate.

Until relatively recently, this was also true for paper-based records. From 1975—when the term “paperless office” was coined—until 2005, the total consumption of paper, in the United States and worldwide, grew 135 percent and 170 percent respectively. Per capita consumption peaked in 1999 at 750lbs per person for the United States, while it peaked worldwide in 2004 at 122lbs per person.¹ The total volume of digitally created information was projected to grow by more than 640 percent from 2007 to 2011—from 281EB (exabytes) to 1.8ZB (zettabytes, or equivalent to 1.8 trillion GB).² As records multiply, the need for leadership and effective guidance becomes ever more urgent.

Since its inception, one of the primary concerns of the

Continued on the next page

OhioERC is to ensure that its work results in a practical, implementable policy for electronic public records in Ohio. Taking into account the importance of drafting these policy guidelines, committee members were drawn from a variety of organizations including, academic libraries, historical societies, state agencies, and universities. The committee was not only represented various organizational types, but was comprised of members with a diverse set of disciplines skills, from archives and records management to information technology, legal, legislative and others skills. This diverse membership offered a wide range of experience, perspective and outlook, which best served the committee, the resulting guidelines and the long-term vitality of the OhioERC.

The initial meetings in the summer of 1998, of what was to become the OhioERC, were centered on discussion of a State Archives proposed electronic records policy, which was largely based upon the *Policy on Electronic*

Recordkeeping from the Archives Authority of New South Wales, Australia. Some of the main points of the discussion were:

- Most participants were not overly concerned with storage space, nor did they perceive the need to weed through materials to preserve a smaller amount of records—they did not have problems with saving marginal records to ensure that all important records were preserved.
- Participants indicated a preference to schedule the disposition of databases in their entirety as opposed to identifying transactional records within databases and seeking to isolate and preserve only those elements.
- The group was eager to resolve e-mail issues and to work on some viable solutions.³

By May of 1999, the now defunct Office of Policy and Planning reviewed, endorsed, and adopted the policy OPP-030. This policy has been

subsequently superseded as of January 21, 2005, by policy ITP-E.30.

This high-level policy was only the first step toward an integrated solution. In the **course of the OhioERC's work**, the need for more guidance on specific issues and technologies became increasingly self-evident. Thus, it was proposed to continue the work of the Electronic Records Committee, primarily through subcommittees and/or working groups developed to address specific electronic records issues that are common not only to state agencies, but also local government. The OhioERC is now comprised of members from libraries, archives, historical societies, state agencies, local government, elected officials, and higher education.

Subcommittees have been created to consider issues in-depth and develop technical guidelines that help enable agencies to implement an electronic records policy. Guidelines that the OhioERC has produced are:

- Digital Document Imaging (2000; revised 2003)
- Electronic Records Management (2000)
- Managing E-Mail (2000)
- Ohio Trustworthy Information Systems Handbook (2000)
- Databases as Public Records (2002)
- Managing Web Content (2002)
- Legal Obligation to Properly Manage Electronic Public Records (2008; revised 2012)
- Hybrid Microfilm (2009)

Forthcoming guidelines will address the recordkeeping issues related to social networking tools and cloud computing. And we have established a sub-committee to establish guideline review priorities.

The OhioERC has evolved over the past decade from a State Archives' initiative to a self-sustaining volunteer committee with its own governance. The Bylaws originally adopted in 2004 were revised and updated earlier this year. Features of the Bylaws update include

succession planning for the leadership and an outline of expectations for member participation. In conjunction with the adoption of the revised bylaws, the OhioERC has developed a set of Administrative Procedures to guide the work of the committee, and its subcommittees and work groups.

Finally, over the past four years the OhioERC has been committed to branding itself for greater visibility and recognition.

The efforts include:

- The aforementioned articulation of a mission.
- The use of the acronym OhioERC instead of OERC or ERC in an effort to spotlight our connection to Ohio, not Oklahoma or Oregon or Oman.
- The creation of a logo that incorporates items both analog and digital, and that is distinctly Ohio.
- The establishment of a new web presence, on a wiki platform at <http://www.OhioERC.org> that allows all committee members to contribute and maintain its

currency.

- The use of consistent templates for guidelines, tip sheets, minutes, and other committee documentation.

What began 14 years ago as an initiative to develop a policy document for a single—albeit nebulous—issue, has evolved into a vital, self-sustaining, volunteer group that investigates and provides guidance regarding the management and **preservation of Ohio's electronic public records.**

NOTES:

1. [http://earthtrends.wri.org/searchable_db/index.php?step=countries&ccID\[\] =0&allcountries=checkbox&theme=9&variable_ID=573&action=select_years](http://earthtrends.wri.org/searchable_db/index.php?step=countries&ccID[] =0&allcountries=checkbox&theme=9&variable_ID=573&action=select_years)
2. <http://www.emc.com/collateral/analyst-reports/diverse-exploding-digital-universe.pdf>
3. While the OhioERC adopted a set of groundbreaking e-mail management guidelines in the fall of 2000, most—if not all—organizations continue to struggle with effectively managing this communication tool.

Lisa Rickey, editor
Reference librarian/archivist
Dayton Metro Library
Send news items to
lrickey@daytonmetrolibrary.org

Special Collections & Archives

<http://newsletter.alaoweb.org/2012/03/09/new-interest-group-special-collections-archives/>.

**Cincinnati State Technical and Community
College Archives**

<http://cinstearchives.wordpress.com/exhibit>.

Greene County Records Center & Archives

The Records Center & Archives has moved to a new location at 535 Ledbetter Road, Xenia, 45385. Telephone 937-562-6486.

CONTENTdm Midwest Users Group Meeting

Now in its seventh year, the Midwest CONTENTdm Users Group will meet May 3–4, at OCLC, in Dublin, Ohio. User group meetings provide great opportunities to network, share best practices, and hear about the latest CONTENTdm product updates. The Midwest group welcomes all CONTENTdm users, from any region, from beginner to advanced, from any type of library or historical or cultural institution. Registration is free (capped at 75).

The meeting features Thursday afternoon tours of State Library of Ohio and Ohio Historical Society (capped at 25) followed by a reception, and Friday's plenary, sessions, and luncheon. Please see the meeting site for registration, travel and lodging, and preliminary schedule at:

<http://sites.google.com/site/cdmmug2012/>.

Preregistration deadline is May 1. Onsite registration available after that date, if space, but no guarantee of lunch. Questions? Contact Diana Nichols at nicholsd@ohio.edu.

Kent State University

Special Collections & Archives

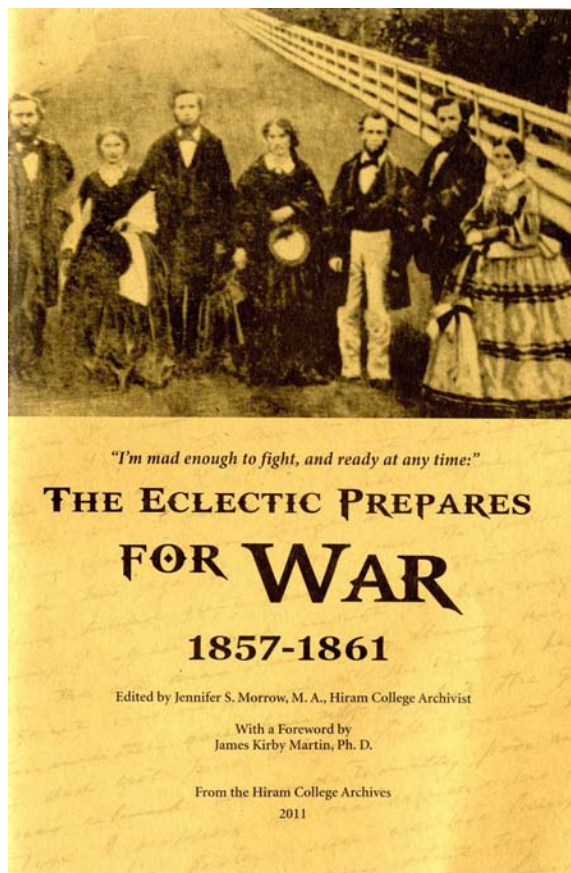
The Chestnut Burr was the Kent State University student-produced yearbook, published from 1914 through 1985. The Kent State University Libraries Department of Special Collections and Archives is pleased to announce that the yearbooks are now available online in digital format. You can browse yearbooks by date or search for a name or term across all yearbooks. You can also download individual yearbooks as a pdf or e-book file, including the Kindle format. This project was completed through participation in the Mass Digitization Col-

laborative offered through the LYRASIS library consortium. For more about this and other digital special collections, please visit:

<http://www.library.kent.edu/digital>.

Hiram College Archives

The Hiram College Archives and archivist Jennifer S. Morrow announce the release of *The Eclectic Prepares for War, 1857-1861*. Using Archives collections, Morrow has selected letters as well as manuscript and diary excerpts to illustrate what life was like at the Western Reserve Eclectic Institute (later Hiram College) for the students and faculty in the years leading to the Civil War. The book also includes a foreword by noted historian and Hiram College alumnus, Dr. James Kirby Martin. This is the first of three chapbooks the Archives will be producing over the next four years to commemorate the Eclectic's involvement in the Civil War both on the battlefield and the home front. The book is available for purchase through the Hiram College Bookstore. More on the Archives at: <http://library.hiram.edu/Archives/>.



Ohio County Archivists and Records Managers Association

The spring CARMA meeting will be held on Friday, April 13, at the Ohio Historical Society in Columbus. We are very excited that we will have a presentation on "Archival Theft and Security," by

Paul Brachfeld, inspector general of the National Archives & Records Administration (NARA), and Matthew Elliott, assistant inspector general for Investigations, also of NARA. Brachfeld has served in his position since 1999, and created the Archival Recovery Team, a group of individuals who specialize in tracking down lost documents taken from

NARA and other institutions across the country. Elliott works on many of the cases with Brachfeld. They will be speaking about their experiences at NARA, share data on trends that they have noticed regarding thefts in archives, and provide guidance on how to improve security in our records centers.

CARMA members will receive and updates from two standing committees, the Manual and Legislative Committee Report committees. The Manual Committee has produced a table of contents

and a one-page document, Introduction on Records Management. The document defines what each county should be doing to promote sound records management principles on creation and preservation of records that document the transactions of government as it conducts business. It also lists what should be included for an effective records management program. We also provide a section on county records management under Ohio Law. We reference the Ohio Revised Code (ORC) section 149 also referred to as the "Sunshine Laws."

NEWS & NOTES

.....
 Lisa Rickey, editor
 Reference librarian/archivist
 Dayton Metro Library
 Send news items to
Lrickey@daytonmetrolibrary.org

CARMA has recently voted to formalize and to create board positions. The spring meeting will have CARMA members electing officers that will serve on the board. The positions are for chair, vice-chair, secretary, and member liaison. More on CARMA at <http://www.ohiohistory.org/ohiojunction/carma/>.

Ohio Historical Society

Ohio Digital Newspaper Portal

Ohio Historical Society has created a user friendly Ohio Digital Newspaper Portal, allowing browsing by title, county, region, time period, and more. By



August 2012, OHS will have digitized more than 200,000 pages of Ohio newspapers through its participation in the National Digital Newspaper Program. This content is freely available at Chron-icling America. Partnerships between the Ohio Historical Society and local institutions have made additional titles freely available on Ohio Memory. These Ohio Memory titles comprise over 65,000 pages of content. For more information: <http://www.ohiohistoryhost.org/ohiomemory/odnp>.

Ohio Connecting To Collections

The "Outta Space: Best Practices in Storage and Space Planning" free workshop will be held twice this spring; April 17 at the Cincinnati Museum Center in conjunction with the Ohio Museums Association annual conference, and May 15 at the Akron-Summit County Public Library in conjunction with the Ohio Preservation Council spring meeting.

This day-long workshop will provide ideas and best practices on how to address space issues at your institution. Professionals from the library, museum, archives, and historical society and conservation communities will discuss how they evaluated space concerns at their institutions and the space planning methodologies and practices they have adopted. The Ohio Connecting to Collections survey identified inadequate storage space for cultural heritage collections as the number one preservation problem statewide.

Featured speakers include Wes Boomgaarden, associate professor and preservation officer for The Ohio State University Libraries, who will provide the keynote, and Christian Dupont, national expert on facilities design for special collections, who

will provide practical advice on space and workflow. Registration for the conference is free, but there is a fee for parking and an optional box lunch.

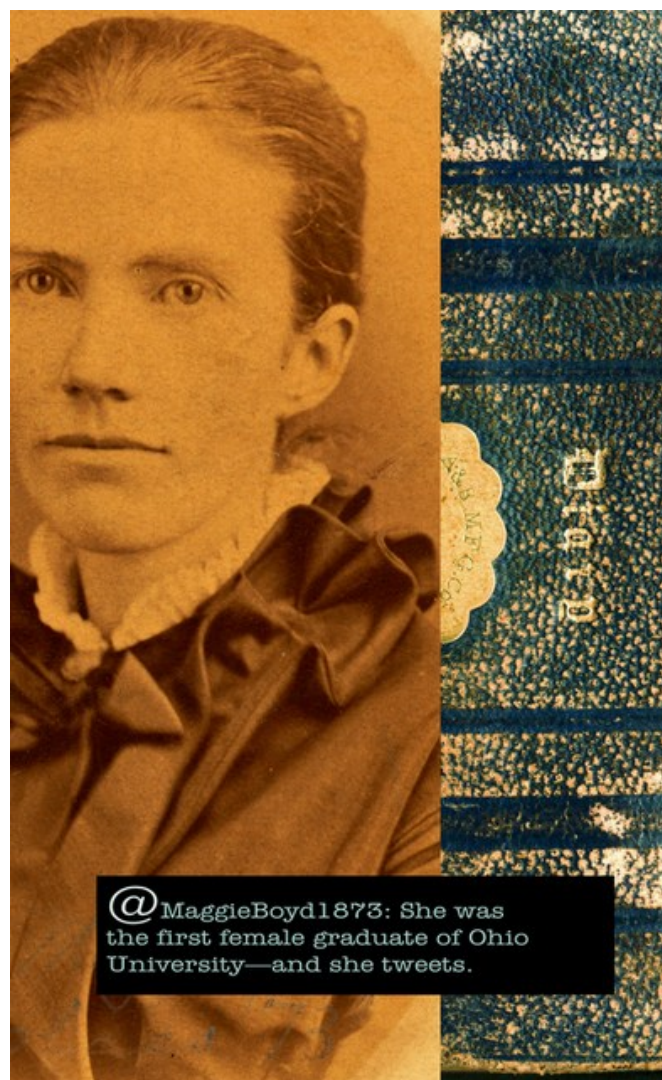
Conference sponsors are State Library of Ohio, Ohio Museums Association, Ohio Historical Society, Ohio Local History Alliance, Ohio Preservation Council. Made possible by federal Institute of Museum and Library Services funds, awarded by the State Library of Ohio. For more information, registration, and to view a preliminary agenda, go to: <http://www.ohiomuseums.org/workshops.html>.

Ohio University Libraries

Ohio University's first alumna is tweeting her senior year experiences through a collaboration between the Libraries' Digital Initiatives and Reference units. Undergraduate student workers Matt Wesley and Karah Finan are tweeting Margaret Boyd's 1873 day-by-day diary, posting images to Pinterest, and researching and writing blog posts giving context to Maggie's world. Although there are many differences between Maggie's senior year and that of today's students, there remain many similarities, including this sentiment, "I can not help feeling sad to think this is my last year at college. Many a pleasant hour have I spent within its walls. Still I will be so glad to be able to make something. I have always had to be so careful of every cent." See Maggie's diary at: <http://twitter.com/MaggieBoyd1873>.

OHS Winner: I Found It In the Archives!

The Ohio Historical Society is pleased to announce the winner of its statewide contest for the I Found It In the Archives! contest. Brian Fox of Pickerington, Ohio, was chosen from a group of three final-



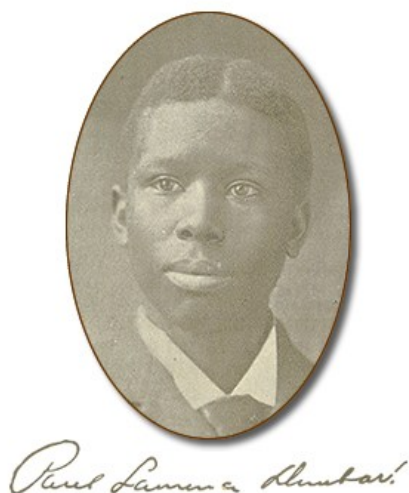
ists by public online vote. Brian won by receiving 54 percent of the two hundred and sixty one public votes on the blog at <http://ohiohistory.wordpress.com/2012/02/09/time-to-vote-i-found-it-in-the-archives-2012/>. His entry has been submitted to the national competition sponsored by the Society of American Archivists. The prize package from OHS includes a one-year membership and an exclusive tour of the archives/library stacks.

Lisa Rickey, editor
Reference librarian/archivist
Dayton Metro Library
Send news items to
lrickey@daytonmetrolibrary.org

The Rock and Roll Hall of Fame and Museum in Cleveland, Ohio, has opened its Library and Archives to the public, granting scholars and fans **alike access to the world's most comprehensive** repository of written and audiovisual materials relating to the history of rock and roll. The Library and Archives houses a growing library collection that includes thousands of books, periodicals, sound and video recordings. More than 200 archival collections are currently available for research, including the personal papers of performers, radio disc jockeys, photographers, journalists, critics, historians, poster artists, collectors, fans, and fan clubs. The strength of the archival collections currently lies in hundreds of boxes of music business records from record executives, artist managers, labels, historic venues, recording studios, specialists in stage design and lighting, and long-running concert tours. The collections also contain important individual items, such as personal letters penned by Aretha Franklin and Madonna; handwritten work-

ing lyrics by Jimi Hendrix and LL Cool J; and rare concert recordings from CBGB in the 1970s. The state-of-the-art facility is housed in a new four-story, 12 million dollar building located on the Cuyahoga Community College Metro Campus in Cleveland, not far from the museum. The grand opening for the Library and Archives will be held April 9, as part of a series of events celebrating the Rock and Roll Hall of Fame induction ceremonies, held later that week. More on the Library and Archives at: <http://library.rockhall.com/>.

Special Collections and Archives at Wright State University recently completed several new projects. A new homepage at <http://www.libraries.wright.edu/special/> greets visitors with images highlighting major collection areas and provides easier navigation throughout the site, and new subject sections offer quicker access to the more than 700 collections available for research. Several collections have been added to CORE, the campus online repository, including two local photograph albums, the Lest We Forget oral history collection, and the Patterson Family Civil War letters.



Additionally, as part of a month-long campus-wide celebration of Paul Laurence Dunbar in February, the archives completed a full update and revision of the Dunbar portion of the website. New items

include a guide to local Dunbar attractions, a timeline, and a bibliography of resources for further study, as well as an updated gallery, a revised biography, and the inclusion of more than 400 of Dunbar's poems.

Finally, the Archives also started two new department blogs, the Dayton Daily News blog at http://www.libraries.wright.edu/special/ddn_archive/, which highlights photographs and issues discovered during the processing of that collection, and "Out of the Box," <http://www.libraries.wright.edu/community/outofthebox/>, which follows along with the four Patterson brothers during their experiences in the Civil War and also shares news and information about the collections and department activities.

On March 2, 2012, the Wright State University Public History Program held its first Public History Graduate Symposium, which highlighted the research of 10 students and included a keynote address by Amanda Wright Lane.

SAA's National History Day Online Toolkit

The Society of American Archivists is introducing a new online toolkit of resources for National History Day. The toolkit was developed for archivists, librarians, teachers, and students. For more information, see **SAA's invitation to use the toolkit** at http://ohsweb.ohiohistory.org/soa/images/7/7d/NHD_invitation.pdf, and brochure on how to participate in National History Day at: http://ohsweb.ohiohistory.org/soa/images/9/94/NHD_brochure_2011.pdf.

SOA 2012 Slate of Candidates

Following is the 2012 slate of candidates to be considered for the election to the Society of Ohio Archivists this year. Voting will take place during the member's meeting portion of the annual meeting which will be held May 18 at the Conference Center at OCLC in Dublin.

Candidates were asked to respond to the question: *What skills and experiences can you offer to SOA? How can these skills and experiences help shape SOA in the twenty-first century?*

Treasurer

Emily (Lockhart) Gainer, University of Akron

Treasurer

Emily (Lockhart) Gainer

Archives Associate Senior

Archival Services, The University of Akron

In the previous two years as SOA treasurer, I learned a great deal about the society. SOA has a dedicated and hardworking council and a diverse, professional membership. It has been a pleasure to work with these individuals for the past two years. If re-elected to the treasurer position, I will draw on this experience and continue to act responsibly and accurately regarding SOA's fiscal duties. I will continue to utilize my organizational skills and attention to detail to keep accurate records, including bank statements, membership renewals, and tax documents. I will also use my communication skills to continue informing SOA members of their membership status, especially during the annual membership drive. As chair of the Membership Committee, I work with fellow committee members to recruit and welcome new members. My skill and experiences will help SOA in the future by continuing communication with

Council (2 Seats)

Stephan Charter, Bowling Green State University

Connie Conner, Ohio Historical Society

Jacky Johnson, Miami University

Lisa Rickey, Dayton Metro Library

the membership body, looking for new ways to streamline the membership renewal process, and advising council on the state of SOA's funding.

Positions: archives associate senior, Archival Services, The University of Akron; processing archivist, Oberlin College Archives; LMTAII, Youngstown State University Archives & Special Collections.

Education: MLIS, Kent State University; MA, public history, Kent State University; BS, history and English, Heidelberg University

Professional Associations: Midwest Archives Conference (member); Society of American Archivists (member)

Council

Stephen Charter

Head and University Archivist

Center for Archival Collections, Bowling Green State University

A researcher in the recent past arrived at the Center for Archival Collections, filled out a researcher

application form and, then, opened up his laptop. He asked if I could show him how to access all of our online resources, as he was unable to link to original local government records, manuscript collection, newspapers and photographs from his home. When I showed him what was actually available on our website he was dismayed. He assumed that everything that we had in the Center was available online. He was frustrated at the thought of having to do original research, manually reviewing microfilm and reading available published works. He promptly left without taking the opportunity to look at our rich, diverse collections of original resources. The experience opened my eyes to the reality of what users want us to provide for their research needs.

What do I bring to SOA? I bring over twenty years of experience working in the profession. I have apprehensively embraced the integration of technology into the workflow of the Center. A project that started a few years ago as an effort to preserve a collection of deteriorating University Archives negatives, has evolved into the Centennial Memories, an interactive digital scrapbook. Viewers can download their own documents, photographs, audio files and video files. Centennial Memories is just the beginning, as other resources are being digitized for access, as well. Granted, I am not technologically savvy, but I am aware of what is out there and what can be done. I can provide advice support and understanding as other attempt to move into the twenty-first century. My motto is to preserve the past and embrace the future.

Positions: University Libraries, Bowling Green State University, interim director, and assistant

professor, head librarian and university archivist, Center for Archival Collections, 2008–present; reference archivist, Center for Archival Collections, 1990–2008.

Education: MLIS, Brigham Young University, 1988; BS, elementary education, Bowling Green State University, 1986

Professional Associations: Midwest Archives Conference; Society of Ohio Archivists

Connie Conner

Government Records Archivist

Ohio Historical Society

Working in and with various types and sizes of academic, religious, academic and government archives, records management, and museum programs **I've learned about the different needs, resources and challenges in preserving and providing access to records and artifacts. I can share with the Council my understanding of these issues and a desire to help SOA continue to provide its members with opportunities to learn and share about the fundamentals of archives, the latest developments in technology and standards, and ideas for making the most of one's given resources.**

Positions: government records archivist at the Ohio Historical Society since 2008, previously as head of the Cataloging Unit, manuscripts curator, and manuscripts cataloger since 1998; the Evangelical Lutheran Church in America Region 6 Archives as its lone archivist, though I coordinated with the region's synods and the ELCA Churchwide and regional archives to conduct records surveys and develop procedures; Interned in The Ohio

Candidate statements continued on the next page

State University's Archives and Historic Costume Collection.

Education: MLIS, Kent State University; BS and MS, home economics (textiles and clothing), The Ohio State University

Professional Associations: Academy of Certified Archivists; Society of Ohio Archivists, Local Arrangements and Membership committees; Midwest Archives Conference (past member); Society of American Archivists (past member)

Jacky Johnson

Western College Archivist/Special Collections Cataloger
Miami University

Archives, museums, historical societies and other organization with archival and history collections must continue to highlight collections within their institution. I am focused on promoting collections in all educational levels.

During my career I have served as the chairperson of the Society of Ohio Archivists Education committee where I have been able to coordinate education and professional development for archivists. Due to budget constraints state travel for archivists was limited. The committee focused on mentoring the new archivists and connecting members who requested special education and programming. I have also served as secretary for the Academic Library Association of Ohio. I have worked to preserve primary documents and link digital archives in the Western College Memorial Archives by facilitating workshops. In 2009, I **hosted a teachers' workshop, for educators across Ohio, "Freedom Summer: Learning from the Past**

to Empower the Future," at Miami University. Teachers and professors created curriculum for materials within the Mississippi Freedom Summer 1964 Digital Collection.

I have also collaborated with colleagues at the National Underground Railroad Freedom Center and Smith Library of Regional History by offering workshops and presentations on promoting Civil Rights collections, and architecture and historical buildings in southwest Ohio. I have always been interested in promoting collections with public programming and oral history. Since becoming Archivist for the Western College for Women, I held public programs with speakers and panelists focusing on collections and allowing researchers to view and use primary documents on such topics as **"Hair in Hand: Women and Craft of Hairwork in the Nineteenth Century"** and **"The 1877 Hayes/Tilden Electoral Compromise."**

I believe that my experience, commitment to archival outreach, and belief in the importance of our historical heritage will assist me in providing leadership to the Society of Ohio Archivists. I will strive to reach out to educators across the state and encourage the continued preservation of digital collections, curricular collections and promote public programming that will increase knowledge of materials in schools, colleges, historical societies, museums and other historical organizations.

Positions: archivist, Western College Memorial Archives, Miami University, 2005-; special collections cataloger, Walter Havighurst Special Collections Library, Miami University

Education: MLS, University of South Carolina; BA, English, Limestone College

Professional Associations: Society of Ohio Archivists, Education Committee (chair); Academic Library Association of Ohio, secretary

Lisa Rickey

Reference Librarian/Archivist

Dayton Metro Library

I have over 5 years experience working in public library archives, in addition to some experience in academic library archives. For the past 3.5 years, I have been archivist at the Dayton Metro Library, where my time is divided between manuscripts processing, preservation and conservation work, local history reference, and digitization projects (using CONTENTdm).

As a public library archivist, I have had experience serving many different types of users, including students of all ages (elementary through grad school), teachers at all levels (from home schooling parent to university professor), genealogists, professional historians, and casual inquirers. I believe that in helping these various patrons, I have gained useful perspective about the many ways our archives are utilized, as well as ideas about how they might be used.

I am especially interested in promoting archives through social media, especially blogs, Flickr, and map mashups. For more than a year, I have authored a blog about archives, history, and library topics. I frequently highlight materials from our collections, and as these blog posts are indexed by Google, we have received several reference **questions as a result. The library's Flickr site, a project** that I spearheaded, has increased awareness of and access to our collections and invited participation from the community. I think that archives

need to utilize the Web to the best of our ability **because that's where many of our users are (or at least where they start).**

If elected, I would bring to SOA Council my interest in, and experience with, these recent archival trends utilizing the Web; my graduate training in both history and library science; more than 5 years experience as an archivist; and a heaping dose of enthusiasm about what archives (and archivists) do and what they could do in the future. I believe that my skills and experience, my interest in current and future archival trends, and my excitement for protecting and sharing our history, would all be positive contributions towards helping shape SOA in the twenty-first century. Blog & online C.V. at <http://lisarickey.wordpress.com/>. Thank you for your consideration.

Positions: reference librarian/archivist, Dayton Metro Library; local history associate, Greene County Public Library, 2006–2008; graduate assistant, History Department, Wright State University, 2007–2008; intern, Special Collections & Archives, Wright State University, 2007; intern, University Archives, University of Dayton, 2006–2007.

Education: MLIS, Wayne State University, 2011; MA, public history (archives concentration), Wright State University, 2008; BS, information technology, DeVry University, 2006; BA, history and Latin, Wright State University, 2005.

Professional Associations: Society of American Archivists, 2007–; Society of Ohio Archivists, 2007–; Midwest Archives Conference, 2012–; Ohio Library Council, 2008–; Miami Valley Archives Roundtable, 2008–

OHRAB Grant awards announced

OHRAB is proud to announce the 2012 grant awards for archival institutions to fund projects to preserve and/or provide access to Ohio's historical records. Funding is made available by a federal regrant opportunity from the National Historical Publications and Records Commission, an arm of the National Archives and Records Administration. Thirteen projects were funded from around the state. More on OHRAB re-grants, including final reports from last year's recipients, at

http://ohsweb.ohiohistory.org/ohrab/index.php?title=Re-grants_SNAP_Grant_Committee.

Ashland University Archives:

Vermillion Institute Minute Books
Preservation Project
(Ashland County)

Baldwin-Wallace College:

Baldwin-Wallace College Photograph
Organization and Preservation
(Cuyahoga County)

Clark County Historical Society:

Probate Court Rehousing Project
(Clark County)

City of Cleveland Heights

Landmark Commission:

Reorganization of Historic Records
Related to Cain Park
(Cuyahoga County)

Historical Society of Greenfield, Ohio:

Accessing, Organizing, and Preserving
Our Historical Collections
(Highland County)

Little Cities of Black Diamonds:

Improving Access to Historical Records
of the Little Cities of Black Diamonds
(Perry County)

Malone University Library:

Preservation, Description, and Access for the
Friends Mission Collection
(Stark County)

Massillon Museum:

Massillon Museum Archival Preservation
and Access Project
(Stark County)

Media Heritage, Inc.:

Ziv Radio History Archival Storage Project
(Butler County)

University of Dayton:

Preservation of the Charles W. Whalen Jr.
Congressional Papers
(Montgomery County)

WACO Historical Society, Inc.:

WACO Library Upgrade
(Miami County)

Warren County Historical Society:

WCHS Digital Archive Project 2012
(Warren County)

Wyandot County Historical Society:

Catalogue and Storage of Wyandot County
One-Room Schoolhouse Documentation
(Wyandot County)

Winners of the 2011 OHRAB Institutional Archives Achievement Awards Announced

OHRAB celebrated Archives Month in Ohio last October by recognizing two archival institutions for significant accomplishments in preserving and improving access to historical records.

Licking County Records & Archives Department

was recognized for rescuing and making available public county records not seen for more than a century and effective management of contemporary records via its Records Keepers' Roundtable. **The Public Library of Cincinnati and Hamilton County** was recognized for its investment in a digital services department that has made thousands of rare historical materials available through its Virtual Library.

Nominees came from rural counties and large urban areas; public and private institutions; universities; historical societies; and records centers. They have built significant collections, implemented successful preservation strategies, enhanced access to archives, and developed effective digitization programs.

Also nominated were the Clermont County Records Management Division, the Clinton County Records Center and Archives, the Ohio University Libraries Mahan Center for Archives & Special Collections, the Shaker Heights Public Library and City of Shaker Heights, the University of Akron Archival Services, and the University of Toledo Ward M. Canaday Center for Special Collections.

OHRAB will again be seeking nominations for this award in fall 2012. For more information please contact awards committee chair Jill Tatem at jill.tatem@case.edu or 216-368-4106. For information on all of OHRAB's programs please visit <http://ohsweb.ohiohistory.org/ohrab/>.



Executive director Kim Fender (center), and assistant director-Support Services Jason Buydos (R) of the Public Library of Cincinnati and Hamilton County, with Tonya Matthews (L) representing OHRAB.



Katy Klettlinger (center), Records Center & Archives Coordinator, Licking County Records & Archives Department holds the award plaque with Pari Swift(L) and John Runion (R) representing OHRAB.

by Stephanie Bricking, Linda Newman, and Stephen Marine

In my estimation no man has ever contributed so much effective information—so continuously over so many years—to so many aspects of poliomyelitis, as Sabin.

John R. Paul, MD, renowned epidemiologist

In 2010, the University of Cincinnati Libraries received a three year grant from the National Endowment for the Humanities (NEH) to digitize the correspondence and photographs of Dr. Albert B. Sabin, developer of the oral poliovirus vaccine. This has been designated an NEH “We the People” project, an initiative to encourage and strengthen the teaching, study, and understanding of American history and culture through the support of projects that explore significant events and themes in our nation’s history and culture and that advance knowledge of the principles that define America.

It’s possible that you may not have heard of the disease called “polio,” but in the mid-twentieth century, the word was known in every household. Dr. Sabin is one of those responsible for

virtually eliminating the disease around the world.

Dr. Sabin’s Background

Born in 1906 in Bialystok, Russia, Albert Sabin and his family came to the United States in 1921 to escape Jewish persecution. He would have become a dentist if his uncle had his way, but when Dr. Sabin read *The Microbe Hunters* by Paul de Kruif, he knew he wanted to pursue a career in biomedical research. After receiving his medical degree from New York University in 1931, he worked in several research laboratories, including the department of bacteriology at New York University and the Rockefeller Institute for Medical Research, where he started on poliomyelitis research. In 1939, he came to the University of Cincinnati and the Children’s Hospital Research Foundation, where he continued his

passionate research in polio. However, Dr. Sabin took a brief break from polio during World War II to study Japanese B Encephalitis, sand-fly and dengue fever while in the U.S. Army Medical Corps.

Years of research led to the development and production of the oral poliovirus vaccine, which was approved for use in the United States in 1960. By using Sabin’s attenuated polio vaccine, as well as the inactivated Salk vaccine, polio



Courtesy of the Hauck Center for the Albert B. Sabin Archives, Henry R. Winkler Center for the History of the Health Professions, University of Cincinnati. Dr. Sabin is seen here conducting research in his lab.

was effectively eradicated in the United States in 1979. Dr. Sabin believed that his vaccine could eliminate polio around the world due to its low cost and ease of administration. His live vaccine, unlike the inactive vaccine, could be administered orally by volunteers. The Salk vaccine, requiring injection, was expensive and more difficult to administer. For the rest of his career, he spent much time advocating for National Immunization Days to distribute the oral vaccine.

Later, Dr. Sabin's research focused on the role of viruses in cancer. In 1969, Dr. Sabin left UC to become the president of the Weizmann Institute of Science. He also held a professorial position at the Medical University of South Carolina. During his long career, he consulted with National Cancer Institute and Fogarty International Center for the Advanced Studies in the Health Sciences at the National Institutes of Health. Throughout these transitions, Dr. Sabin continued to be a proponent for polio eradication initiatives and

the use of the oral polio vaccine. He retired from full-time work in 1986, but continued to correspond with scientists about research until his death in 1993.

Background of the Collection

Dr. Sabin's archives were donated to the Winkler Center in 1993 by Mrs. Heloisa Sabin. In 1995, the John Hauck Foundation provided a generous **grant to process Dr. Sabin's** materials and establish the Hauck Center for the Albert B. Sabin Archives. From 1996 to 2000, Maggie Heran served as the first Albert Sabin archivist, processing the collection and creating its first finding aid. It has been used by numerous researchers, such as David Oshinsky for the Pulitzer Prize winning *Polio: An American Story*. The collection contains materials that are of social, political, and ethical importance, and provides insight into a broad range of topics, such as public health, vaccine development, military and tropical medicine, scientific cooperation, international cooperation, and medical ethics.

The donor agreement states that the Winkler Center is obligated to display the collection for the benefit of the general public. Prior to the NEH grant, the display of the collection had been limited to several physical exhibits on campus and our website with the collection inventory. The NEH provided us with another opportunity to fulfill this promise to Mrs. Sabin. By digitizing and making the materials freely available on the OhioLINK Digital Resource Commons (DRC), we hope that researchers and scholars from across the globe will be able to access and use the information to research these topics and more.

The Project (So Far...)

Our project has been split up into phases. During the first phase, Stephen Marine, assistant dean of Special Collections, and other Winkler Center staff, consulted with scholars to determine which **parts of Dr. Sabin's 400 linear** feet collection would be the best to digitize as part of a grant

Continued on the next page

proposal. They agreed that Dr. **Sabin's correspondence and photographs** had the most value for historians and other researchers. The scholars who assisted the Winkler Center became the Sabin grant advisory group, which included Sydney Halpern, PhD,, from the University of Illinois at Chicago; David Morens, MD, at the National Institutes of Health; David Oshinsky, PhD, from the University of Texas at Austin; and Frank Snowden, PhD, at Yale University.

Once the project began, the project team developed selection criteria to determine what correspondence and photographs out of the collection should be digitized. The document imaging vendor for the project was also selected at this time. We required a local company that has experience with large digitization projects, but was able to produce archival quality documents, formatted to specifications set by Linda Newman, our digital projects coordinator. Stephanie Bricking began selecting the documents to be sent to the vendor, also

supplying with each batch of documents a spreadsheet containing the box number, box title, folder number, and folder title, which were important to match with our finding aid. Along with scanning the materials, and providing tiff images and OCR'd PDFs, the vendor added metadata to this spreadsheet, for author, date, and recipient of the letters.

Stephanie started writing for the University of Cincinnati Libraries blog at <http://www.libraries.uc.edu/liblog/> in order to showcase materials found in the archives. For example, a recent blog post **discussed Dr. Sabin's role in** early polio eradication efforts in India, highlighting letters and reports about the trip. This was published shortly after it was announced that India had been polio-free for one year. The blog has also encouraged us to reach out to other archives. Last fall, Stephanie contacted David Rose, archivist at the March of Dimes, while writing a blog post about the National Foundation for Infantile Paralysis. He shared finding aids with her and

even contributed a photograph to the blog. So far, the blog has provided great opportunities to share information about the project.

The next step was to convert the previous inventory list that was located on the Sabin website into Encoded Archival Description (EAD) format, using the OhioLINK Finding Aid Creation Tool. This part of the process was completed by Stephanie and Megan Ryan, the Sabin project student assistant. Along with appearing in the OhioLINK Finding Aid Repository at <http://ead.ohiolink.edu/xtf-ead/view?docId=ead/OhCiUWC0012.xml>, a link appears on the Winkler Center website and in the University of Cincinnati's library catalog at <http://uclid.uc.edu/record=b5407137-S39>.

We are currently completing the next phases. First, we determined what parts of the collection should be reviewed for private health information or classified government information prior to being uploaded on the OhioLINK DRC.

We consulted with university's general counsel about balancing legal privacy requirements and the project's goal of broad access. We also contacted National Archives and Records Administration's Information Security Oversight Office (ISOO) for information regarding classification. Approximately one-third of the collection was identified as being "high risk" to contain private health and previously classified government information. Many documents from the Military Service, Poliomyelitis, and Oral Poliovirus Vaccine series require "pre-publication" review due to their content. The other two-thirds of the collection will be published without such review, although most will be reviewed "post-publication" over time.

Linda Newman developed the original idea for the workflow, and the team has worked together to determine how to make it the most efficient. This includes work done by our Digital Projects Office to run scripts to convert the data that is in spreadsheet form to the



Courtesy of the Hauck Center for the Albert B. Sabin Archives, Henry R. Winkler Center for the History of the Health Professions, University of Cincinnati. President Nixon is seen here presenting Dr. Sabin with the National Medal of Science in 1971.

dublin_core.xml based submission package, turning folder and box titles into series titles and document titles, constructing a DSpace hierarchy of communities and collections that corresponds to our series titles, boxes and folder structure (which also mirrors the structure found in our finding aid), and doing some minimal normalization of names and dates. Then Linda loads the records into a non-public DSpace repository, and Stephanie performs the review which includes redacting

pertinent information from descriptive metadata in the DSpace record and from digital objects, adding document metadata to reflect why and when the documents were altered, and exporting any altered metadata as a new dublin_core.xml file. Stephanie uploads the new xml file and any altered digital objects to our Digital Projects Storage Access Network. Linda uses these to rebuild submission packages, and then re-test our DSpace batch load on the non-

Continued on the next page

public repository. Lastly, OhioLINK, using the same submission packages, loads records into the public repository. We expect to have this phase of the project completed by June 2012.

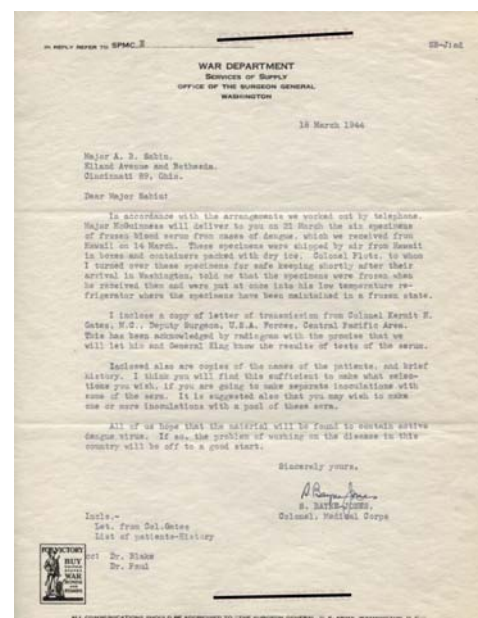
Privacy and National Security

The project team was well aware that the Sabin collection contains correspondence and documents from Dr. Sabin's military career and medical research that was sensitive in nature. However, we felt that these documents were essential to include, even though some contain private health information or classified government information. At the same time, we wanted to protect the privacy of individuals mentioned in the collection and comply with federal security classification programs. After several meetings with the project team and university general counsel, we created policies to apply to these types of documents. Developing a strategy acceptable to general counsel for identifying "high risk"

documents was essential. This process included establishing ways to identify the types of information that needed redaction.

The category of classified government documents required us to find some outside help. By contacting the ISOO, we were able to send samples of documents marked "restricted" and "confidential" that are in the Military Service series. Our contact at the ISOO, William Carpenter specified the differences between the two classifications. Documents marked "restricted" were the lowest level of classified national security information and has not been in use since the 1950s. Therefore, documents marked as restricted are no longer considered classified. For documents marked "confidential," we must take further steps, determining the subject of the document and contacting ISOO. Correspondence relating to Dr. Sabin's work while serving in the U.S. Army Medical Corps, including epidemiology rates in the military during World War

II, is no longer protected as classified national security information, according to ISOO. However, if we come across other materials marked confidential with different subject matters, we will contact the ISOO to make sure the documents are now unclassified before publishing them online. To indicate that a document is no longer considered classified, we are striking through the classification stamp (using Adobe Photoshop) and adding a



Courtesy of the Hauck Center for the Albert B. Sabin Archives, Henry R. Winkler Center for the History of the Health Professions, University of Cincinnati. This letter from Colonel Stanhope Bayne-Jones to Major Albert B. Sabin is no longer considered classified by the federal government.

description note in the item's metadata designating it as unclassified following coordination with ISOO.

For private health information, the Winkler Center staff and UC General Counsel have determined that we will remove a minimal amount of identifiable information from documents containing medical records, letters that request medical advice, and materials related to research studies with human subjects. We hope that this will keep the integrity of the correspondence intact while protecting those who may be mentioned in the collection. Redaction will only occur in the digital collection and for any document that may include name, address, phone number, birth date, or social security number; all of which are identifiers described in the Health Insurance Portability and Accountability Act (HIPAA). Depending on the content, health information may be removed instead, particularly if the amount removed maintains the integrity of the letter and the privacy of the individual. We

will add a "redaction policy" note in the metadata of every document where information has been removed. We are using a combination of Adobe Photoshop and Acrobat X Pro to remove information from these online documents.

What's Next?

After the documents have been reviewed, Linda will build the final submission packet to upload to the public repository. When the collection first appears on the DRC, it will only include the box and folder title structure that provides correspondence with our finding aid, the minimal metadata that our vendor originally provided us, and the edited metadata from the redaction process. We want to provide researchers with access to the collection as soon as possible.

The final part of the project is to enhance the metadata within the collection. We will add topical subject headings, personal and geographic names, alternate titles of reports and manuscripts, and descriptive notes. For this collection, we

will use MeSH (Medical Subject Headings), the standard vocabulary developed by the National Library of Medicine for health sciences institutions nationwide. Library of Congress (LC) subject headings will be used for other subjects, and LC name authority standards will be used for personal names and geographic names. We also will add fields in the metadata that have links to related documents within the collection so researchers can easily follow the progression of letters and documents.

In addition to enhancing the metadata for the collection, we will develop a virtual exhibit for the Sabin archives that will use many of the materials that have already been digitized. We also plan to enhance the finding aid in the OhioLINK repository, so users can go directly from the finding aid to the digitized collection.

Where We Are Now

Since receiving the NEH grant, there has been a notable increase in the awareness of the

Continued on page 29

by Angela Burdiss

In April 2011 the Marietta College Library Special Collections received an Library Services and Technology Act (LSTA) grant from the State Library of Ohio to digitize documents and photographs from the American Civil War and Southeast Ohio. The grant provided the library the opportunity to digitize and make available online approximately 3,000 images including two collections of 534 original documents and two photograph albums including 70 carte de viste photographs. The first collection was the documents of William Rufus Putnam, Jr., commander of the militia at Camp Marietta. The second collection is the letters of Samuel Hildreth Putnam written during and after his experiences in the Ohio militia and the Ohio Volunteer Cavalry. The photograph albums are of the 53rd O.V.I. and the 91st O.V.I. regiments.

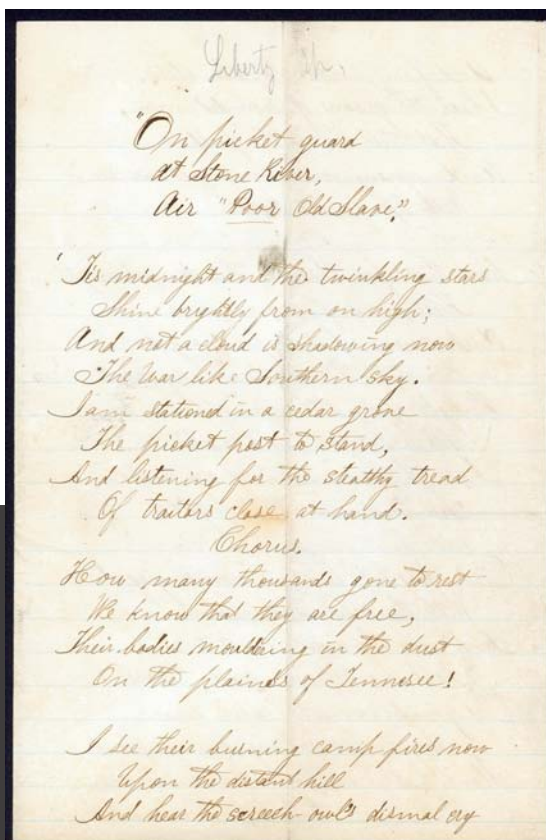
The collections are of interest to historians who study nineteenth-century America, particularly the American Civil War. The documents provide insights into life in camp and on the march during the war. Also highlighted is the role of southeastern Ohio in the Civil War.

**William Rufus Putnam, Jr.
Collection**

William Rufus Putnam, Jr. (1812–1881), grandson of Marietta founder Rufus Putnam, played an important role on the Ohio home front during the Civil War. Serving as commander of the militia at Camp Marietta and as chair of the Military Committee of Washington County, he directed the training and equipage of all regiments organized in Marietta. During Morgan's Raid in 1863, he directed the op-

erations of the militia engaged in repulsing the Confederates from southeastern Ohio.

The William Rufus Putnam, Jr., Collection contains two series of documents related to the involvement of southeastern Ohio in the Civil War. Series I contains telegrams and messages from David Tod, governor of Ohio, and Ambrose E. Burnside, Union general, as well as many officers and civilians involved in activities in southeastern Ohio during Morgan's Raid. Colonel Putnam's telegrams to others



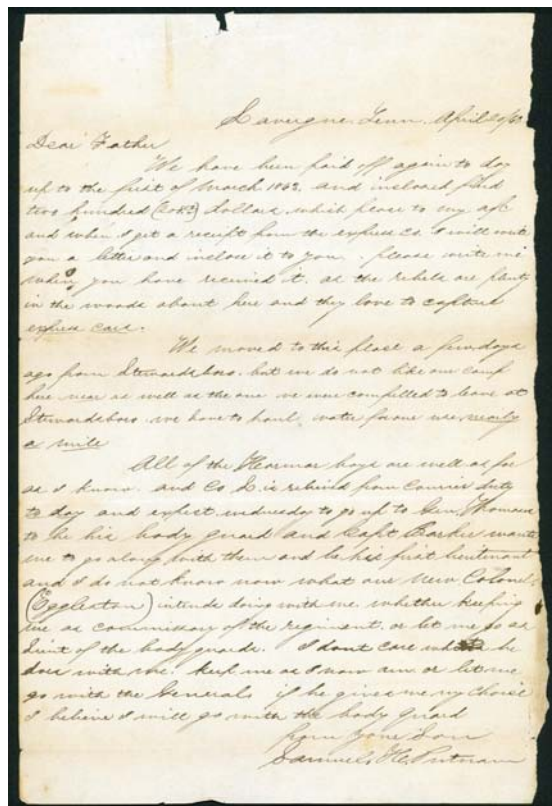
Courtesy of Marietta College Library. Words to a song entitled "On picket guard at Stone River," originally written in German by Lewis Schneider, and sung to the air "Poor Old Slave." Notation by Professor Jacob Rothweiler of Berea, Ohio, contains information about Schneider, who served in Company E, 65th O.V.I. From the William Rufus Putnam Jr. Civil War Collection at <http://drc.library.marietta.edu/handle/2374.MARIETTA/890>, series 2.

provide a detailed account of the situation at Camp Marietta. The general and special orders issued by Colonel Putnam from **Camp Marietta during Morgan's** incursion into southeastern Ohio depict the difficulties and confusion encountered by a community unprepared for military action.

Series II of the William Rufus Putnam, Jr., Collection consists of the responses to a call for historical information about **Washington County's efforts "toward the suppression of the Great Rebellion" from the Military Committee of Washington County.** Included are letters, poems, and lengthy narratives—many of them biographical in nature—that depict the experiences of Washington County men and women during the Civil War.

Samuel Hildreth Putnam Collection

Samuel Hildreth Putnam (1835–1911) served in the Ohio militia and Union cavalry during the first three years of the Civil War. Enlisting in the Ohio militia



Courtesy of Marietta College Library. Samuel Hildreth Putnam letter to Douglas Putnam Sr. enclosing two hundred dollars and describing his company's movements. From the Samuel Hildreth Putnam Collection at <http://drc.library.marietta.edu/handle/2374.MARIETTA/889>.

at the outset of the war, his unit was assigned to guard the Marietta & Cincinnati Railroad from feared Confederate sabotage. Within the year, he had enlisted in the Ohio Volunteer Cavalry and was made a quartermaster sergeant, later rising to the rank of first lieutenant. Putnam served in the western theater, including battles at Shiloh, Perryville, Murfreesboro, and Chickamauga.

The Samuel Hildreth Putnam Collection contains letters that provide insights into the initial

enthusiasm to enlist at the outset of the war; the hard life of campaigning, fighting, foraging for supplies, fending off bushwackers and guerillas,

while fighting Confederate cavalry; and the tensions pulling a soldier between his duty to his country and his duty to his family back home.

Photograph Album, 53rd O.V.I.

The photograph album of the 53rd Regiment, Ohio Volunteer Infantry, contains 21 carte de visite images. The 53rd O.V.I. was organized in Jackson, Ohio, beginning in September 1861, and was mustered into service in February 1862. Its move-

Continued on the next page

ments and engagements included Shiloh, Memphis, Vicksburg, **Missionary Ridge, Sherman's** Atlanta campaign and march to the sea, Fort McAllister, and was mustered out in Arkansas in August 1865. More than 300 men were killed or wounded during its term of service.

Photograph Album, 91st O.V.I.

The photograph album of the



Courtesy of Marietta College Library. Portrait, three-quarters view of E.C. Dawes in uniform with infantry cap and saber. From the Photograph Album, 91st O.V.I. at <http://drc.library.marietta.edu/handle/2374.MARIETTA/888>.

91st Regiment, Ohio Volunteer Infantry, contains 49 carte de visite images. The 91st O.V.I. was organized at Camp Ironton in August 1862, and was mustered into service on September 5. It served first along the Ohio River and in the Kanawha Valley, and in July of 1863 joined in the pursuit of John Hunt Morgan through Ohio. Later activities included raids under General Crook, a march upon Lynchburg, and fighting in the Shenandoah Valley at Winchester, Fisher's Hill and Opequan. It was mustered out June 24, 1865.

Grant Activities

After the grant was awarded, the library hired a local specialist to scan the documents in-house on a MicroTEK scanner provided for in the grant. The digital images were loaded with minimal metadata to a local staging area where a digitization specialist added the descriptive metadata to each item. The items were uploaded to the Marietta College Digital Resource Commons (DRC) to be publicly available for research purposes at [http://](http://drc.library.marietta.edu/handle/2374.MARIETTA/886)



Courtesy of Marietta College Library. Portrait of Captain Joseph W. Fulton in uniform. From the Photograph Album, 53rd O.V.I. at <http://drc.library.marietta.edu/handle/2374.MARIETTA/887>.

drc.library.marietta.edu/handle/2374.MARIETTA/886.

The grant ended in August and the documents were ready to be used by the senior capstone course in history. The students were able to complete research projects on these primary documents without handling them and causing damage to the already fragile paper. The students were also able to work

with these primary resources without the constraints of Special Collections being open, making it easier to complete their projects.

In addition, the Marietta College Library Special Collections has received several inquiries to use the collection. Many historians are interested in the photographs of the soldiers. Completing the grant has made the collections easily accessible to Civil War aficionados, researchers, authors, and genealogists.

In January 2012, the State Library of Ohio announced that the Marietta College Library has been selected as one of three Exemplary Programs for the Library Services and Technology Act (LSTA) 2011 Program Report for their digitization project to the Federal Institute of Museum and Library Services (IMLS). The project provided the library the opportunity to learn scan-

ning techniques in order to complete other projects in the future. The Manuscripts and Documents of the Ohio Company and the Rufus Putnam Papers were outsourced to Preservation Resources to be digitized. Our next project, the Washington County 1810 census, will be able to be done in-house thanks to the efforts taken during this grant.

Angela Burdiss is head of Technical Services & Systems at Marietta College Library.

MAKING DR. SABIN ACCESSIBLE FOR ALL, continued from page 25

Sabin collection. The number of reference inquiries has risen, especially from doctoral students. The University of Cincinnati Libraries' blog was named "Best of the City" in 2011 by Cincinnati Magazine, and we are proud to contribute information about the Sabin project. Even with the increased awareness, we continue to try to find other ways to inform others of the Sabin project. For example, Stephanie's poster proposal on the project was accepted for the Midwest

Archives Conference Annual Meeting in April. Others also plan to present information about the project at professional conferences. We hope that our experiences will be useful to others with large-scale archival digitization projects.

There is much untapped information for researchers to uncover in the Sabin archives,

and hopefully researchers everywhere will take advantage of these materials when they become available. For more information about the Sabin digitization project, please contact us at chhp@uc.edu or 513-558-5120. Information can also be found on the Sabin digitization project blog at <http://www.libraries.uc.edu/libblog/topics/albert-b-sabin-archives/>.

Stephanie Bricking is the Albert B. Sabin archivist; Linda Newman is the digital projects coordinator; and Stephen Marine is assistant dean for Special Collections at the University of Cincinnati.

MISSION

Founded in 1968, the Society of Ohio Archivists' mission is to exchange information, coordinate activities, and improve professional competence in Ohio's archives and manuscript repositories. Membership in the society is open to the public, and we invite anyone with an interest in archives and manuscripts to join.



www.ohioarchivists.org

SOA LEADERSHIP

OFFICERS

President

2011-2013

Christine Schmid Engels
Archives Manager
Cincinnati Museum Center

Vice President

2011-2013

Judith A. Wiener
Head Curator
Assistant Professor
Medical Heritage Center
The Ohio State University

Secretary

2011-2013

Gillian Marsham Hill
Records and Information Manager/
Archivist
Greene County Records Center
and Archives

Treasurer

2010-2012

Emily (Lockhart) Gainer
Archives Associate Senior
Archival Services
The University of Akron

COUNCIL MEMBERS

2010-2012

Jillian Carney
Manager, Digital Services
The Ohio Historical Society

2011-2013

Jeremy Feador
Archivist and College Historian
Baldwin-Wallace College

2011-2013

Rachel Bilokonsky
University Archivist
University of Dayton

2010-2012

Lonna McKinley
Museum Manuscripts Curator
National Museum of the United
States Air Force/MUA

EX-OFFICIO

Editor, *The Ohio Archivist*

2012-2015

Janet Carleton
Digital Initiatives Coordinator
Ohio University Libraries

Past-President

2009-2011

Judith Cobb
Product Manager
Digital Collections Services
Online Computer Library Center
(OCLC)