2019 Annual Meeting
Invention & Innovation

Stephanie Bricking, Public Library of Cincinnati and Hamilton County, and Stacey Lavender, Ohio University, Educational Programming Co-Chairs

This May, archivists across the state of Ohio will travel to Akron, the City of Invention and the Rubber Capital of the World, for two days of Invention and Innovation! You are invited to join us on Friday, May 17 at the Hilton Akron/Fairlawn hotel for a full day of presentations, mini-workshops, and an energetic plenary speaker. On Thursday, May 16, there will be a pre-conference workshop at Kent State University focusing on born-digital records and an evening mixer at the Dr. Nicholas and Dorothy Cummings Center for the History of Psychology at the University of Akron. Be sure to stay up-to-date on the latest details of the meeting by visiting the conference page on the SOA website.

Plenary Speaker

We are thrilled to have Kathleen D. Roe as our 2019 plenary speaker. Kathleen's talk will focus on the future of archival work, including ensuring our institutions collect materials that reflect a comprehensive, inclusive past, conveying the value of archives in meaningful ways to a wide range of users and audiences, and stepping forward to strengthen our profession and its role in our communities and society.

Kathleen has been active in the archives community for over 40 years. She has a M.A. in history from Michigan State University and an MLS in library science and archival administration from Wayne State University. She recently retired from the New York State Archives as Director of Archives and Records Management. During her career at the State Archives, she worked in a range of functions including appraisal, arrangement and description, reference, and technical services to local governments and historical records repositories in New York.

Kathleen is a Fellow and past-president of the Society of American Archivists (SAA) and has served on a range of committees, most recently relating to public policy and advocacy. She is also a past-president of the Council of State Archivists (CoSA), where she has been involved in advocacy and federal legislative issues. She has been involved in providing professional education through SAA, CoSA and as an instructor for the Georgia Archives Institute. Kathleen has published on arrangement and description, online access, and is author of a forthcoming SAA fundamentals manual on Advocacy and Awareness for archivists.

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OHIO HISTORY CONNECTION

Ohio Archivist is designed and published for the Society of Ohio Archivists by the Ohio History Connection.

The President's Message

Dear SOA members,

All signs are pointing to spring--Our days are getting longer, Buckeye Chuck saw his shadow and the Annual Meeting is on the calendar! The Educational Programming Committee has been working hard in planning the 2019 meeting. The meeting, "Invention and Innovation" will be held at the Hilton Akron Fairlawn on May 16-17, 2019. There will be a pre-conference workshop and a mixer on May 16th, so stay tuned to our website and Facebook page for more information. The annual meeting schedule and registration information will also be available soon. I am very excited about our plenary speaker this year, Kathleen Roe, Director of Archives and Records Management Operations at the New York State Archives. I had the opportunity to hear Ms. Roe's Presidential Address at the 2015 Society of American Archivists Annual Meeting in Cleveland. I left that address feeling very motivated and determined that it was up to me to ensure that the public, along with local and state legislators, understand the importance of archives in preserving the historical record. It was this moment that outreach truly became one of my top career priorities. I'm looking forward to hearing about Ms. Roe's current advocacy work. I hope that you'll be able to join us in Akron for what looks to be another great annual meeting!

In Council News, I would like to thank our outgoing Vice President, Janet Carleton; Secretary, Kristin Rogers; Past President, Jillian Ramage; and council members Lily Birkhimer and Adam Wanter for all of their hard work and dedication to SOA. It has been an honor to work with each of you over the last few years.

As my term of President winds down, I would like to take a moment to thank my fellow Council members, committee members, the staff at the Ohio History Connection, and everyone who has supported SOA over the last few years! I have learned so much during my term and it has been an honor to work with all of you. I look forward to continuing to work with you all as we continue to move forward with our Strategic Planning process.

As always, if you are interested in getting involved with SOA, there are plenty of opportunities. Be sure to join the SOA listserv and visit our website and our Facebook page for ways in which you can get involved! If you have any questions, comments, programming ideas, activities, or concerns, please don't hesitate to contact me directly.

Sincerely,
Robin Heise
President, Society of Ohio Archivists (2017-2019)
rheise@co.greene.oh.us

SOA Mission

Founded in 1968, the Society of Ohio Archivists' mission is to improve the state of archives in Ohio by promoting the archival profession and providing professional development and networking opportunities for Ohio's professional and aspiring archivists.

Sessions

This year's meeting will feature an exciting mix of formats and topics. In the morning, attendees can choose from concurrent sessions that address issues like collaborative projects, teaching in the archives, alternative approaches to processing, and job hunting as an archivist. After lunch and the SOA business meeting, there will be a second stand-alone session on diversity and collection development, which we hope will spark thoughtful conversation. Later in the day, there will be two longer mini-workshops, one on advocacy and collections care and the other on records management. The schedule also includes time for mock interviews (we will provide a way to sign up in advance), a special poster session, and plenty of time to network with your colleagues from across the state. Be sure to visit the conference website for the most up-to-date information on the meeting sessions.

Pre-Conference Workshop

The pre-conference workshop will be held at Kent State University on Thursday, May 16th. By popular demand, this workshop will focus on born-digital records and be split into two sessions: the morning will start off with information for beginners, and the afternoon session will cover more advanced topics. Drs. Karen Gracy and Heather Soyka of Kent State University will be teaching. You can register for either session on its own, or for both at a discounted rate.

Each session is limited to 30 registrants, so don't delay! Find out more on the conference website.

Silent Auction

Each year SOA offers four scholarships, two to current students and two to recent graduates, using funds from our silent auction. The scholarships consist of conference registration (including lunch), a one-year membership to SOA, and a $100 travel stipend. Last year the silent auction raised more than $800 for student and new professional scholarships thanks to our generous donors. This year we are putting together a fun group of items, including some materials from local Akron organizations and some items attendees will recognize from years past. This year you can pay for silent auction items with cash, check, or credit card.

Hotel

For your convenience, the hotel and conference are located in the same place! SOA has reserved a block of rooms for Thursday May 16 at the Hilton Akron/Fairlawn Hotel for $129, plus applicable taxes. The hotel includes wonderful amenities, such as an indoor and outdoor pool, hot tub, fitness center, and more. If you have free time before or after the conference, the hotel is right across the street from the Summit Mall and 10 minutes from Cuyahoga Valley National Park. Be sure to call the hotel (330-867-5000) or make reservations through their website before May 16, 2019, or before the room block runs out, to secure the conference rate.

Registration

Fees for the meeting are tiered and have not increased from last year. The early bird rate will close April 30, 2019 and will be $45 for members, $65 for non-members, $30 for students; pre-registration ends May 10, 2019 at $50/$70/$35; and on-site registration at $60/$80/$40. Registration includes continental breakfast, lunch, and snacks. Due to catering restrictions, we cannot guarantee lunch for on-site registrants. The mixer and the pre-conference workshop registration will also be available on the meeting registration form.

The Educational Programming Committee members have been working hard to bring you an amazing conference. Thank you to our committee members: Karmen Beecroft, Ohio University; Stephanie Bricking, Public Library of Cincinnati and Hamilton County (Co-Chair); Rachael Bussert, Dayton Metro Library; Janet Carleton, Ohio University (Council Liaison); Madeleine Fix, Nationwide Insurance/National Underground Railroad Freedom Center; Betsy Hedler, Ohio History Connection (SOA/OHC Liaison); Stacey Lavender, Ohio University (Co-Chair); Collette McDonough, Kettering Foundation; Ashleigh Minor, The Ohio State University; William Modrow, Miami University; and Cate Putirskis, The Ohio State University.

If you have any questions, please feel free to contact the EPC co-chairs Stephanie Bricking (Stephanie.Bricking@cincinnatilibrary.org) and Stacey Lavender (lavendes@ohio.edu). We can't wait to see you in Akron!

2019 Slate of Candidates

PRESIDENT
Andrew Harris

VICE PRESIDENT
Adam Wanter

SECRETARY
Lily Birkhimer

COUNCIL (2)
Jenifer Baker
Melissa Dalton
Stacey Lavender
Amy Rohmiller

The following statements were given by the candidates seeking election as officers or council members to the Society of Ohio Archivists in 2010. Voting will take place during the business meeting portion of the annual meeting to be held May 17th.

Candidates were asked to answer the following questions:

1) What skills and experiences can you offer to SOA?

2) Tell us about your past experience with professional organizations that would make you a good fit for this position.

3) What are some of the most important themes / issues the Society of Ohio Archivists should address in the next 3-5 years?

Candidates' Statements

PRESIDENT
Andrew Harris
Digital Initiatives Librarian, Wright State University

Serving as the President of the Society of Ohio Archivists will allow me to put an array of skills to use to forward the mission of society. I am fortunate to have experience with archives both as an archival technician and working adjacently with my current institution's Special Collections and Archives as a Librarian. I think that experience in tandem with my ability to communicate and my drive to problem solve would make me an ideal candidate for this role.

I first joined the Society of Ohio Archivists in 2014 and was elected that same year to council. As a council member I took on the position of liaison to the Public Information Committee (PIC). I was able to see and interact with several other committees and committee members in helping to maintain the website and various social media channels. I also had the opportunity to step into the position of acting-chair of the PIC as I completed my term. I have been the PIC (now Marketing and Communication) chair. As chair I supported SOA's 50th Anniversary through various marketing and communications efforts. During my time I was also part

of a short-term committee that reviewed the bylaws to make sure that they were reflective of the society's needs and functions.

I have now been in the state of Ohio for just over six years. I arrived here to take on my first professional role and becoming a member of SOA has been a formative part of that experience. As a member of SOA, I have offered my time and effort to work for an organization that I believe in very strongly, but I have also been the recipient of mentorship and collegiality through its members. I have had opportunities to network, educate, be educated, and advocate for a field that provides immense service to its state. I would like to continue those efforts to promote the archival profession and provide educational/professional development opportunities wherever they are needed.

In addition to those themes that I plan to carry on, I would like to work with the society to find opportunities to grow our membership outside of the traditional realms of archives and libraries. I would like to make a concerted effort to work

on the strategic plan goal to grow student membership. I believe growth outside of our traditional recruitment efforts would give SOA a strong and potentially diverse membership base. That new base would serve to further the impact, growth, and sustainability of this organization within the state of Ohio, possibly for the next 50 years.

I hope to have the honor of becoming President and working to enact this vision with all of you. Thank you for the privilege of being considered for this role.

Previous Positions: *Metadata Librarian, Wright State University Libraries, 2013-2018; Archival Technician, University of Alabama Libraries, 2012*

Education: *M.L.I.S., University of South Carolina, 2011; B.A., Art and Spanish, University of Virginia's College at Wise, 2006*

Professional Associations: *Society of Ohio Archivists Council Member, 2014-2016, Public Information Committee (PIC) Chair, 2015 - Current*

VICE PRESIDENT

Adam Wanter

Digital and Special Collections Archivist, MidPointe Library System

I wanted to start off by saying that I am honored to be nominated and running for Vice President. I have been a member of SOA since I started my professional career in earnest and it has been a great boon to me.

If elected, I bring with me direct experience of how the SOA Council functions and operates. Having recently served on Council allows me to provide direct knowledge of recent plans and goals of leadership. Additionally, I have experience working with the Educational Committee, having been a past member. Helping to plan the annual conference was extremely insightful and I will be able to use this knowledge to aid with the planning of the conference in the future. I also bring strong communication and organizational skills, which are vital to creating a consensus and getting goals accomplished.

Moving forward, the most important issues that SOA should address are the improvement and betterment of SOA on an organizational level; creating a more robust professional network; the continuation and expansion of advocacy and outreach work; and the expansion of membership diversity. The current structure of SOA can be improved upon to create an organization that offers more opportunity and services to its members. SOA has the potential to offer so much more and I would like to help that be achieved.

One of the strongest components of SOA is the membership itself. It is full of highly knowledgeable and extremely capable professionals. In the future, I would like to see SOA make better use of our membership. SOA can leverage its membership to create more learning opportunities and more robust and sustainable support systems. I also think that we should create more opportunities for networking, with an emphasis on local and regional connections. Our membership is spread out across the state. We should work towards fostering local and regional gatherings, similar to the mixer before the SOA annual conference.

I strongly believe that raising public awareness of archives and archival related services is paramount. I doubt any amount of work will change my opinion on this, as it should be something that SOA is constantly working on. Additionally, I think a focus on building partnerships and collaborations with institutions and like-minded organizations will serve SOA and the profession well.

Finally, expanding the diversity of the SOA membership is an important issue that I believe SOA should concentrate on. This includes an expansion of minority voices represented in the membership as a whole and in leadership. It also includes the expansion of professions represented. We should focus on becoming cognizant of our organizational biases and gaps, then work to acknowledge and close them.

Education: M.L.I.S., Kent State University, 2014; B.A., History, The Ohio State University, 2012.

Professional Associations: Society of Ohio Archivists, 2014-Present, Council Member, 2017-2019; Education Planning Committee 2016-2017; Ohio Library Council, 2018- Present; Museums and Historic Sites of Greater Cincinnati, Vice-Chair 2016-2017.

SECRETARY

Lily Birkhimer

Digital Projects Coordinator, Ohio History Connection

Over the past seven years in my role as Digital Projects Coordinator at the Ohio History Connection, I've developed and strengthened a variety of skills in the field of archives—with a specific focus on creation and management of digital content, as well as outreach across the state with cultural heritage organizations of all sizes and types. My day-to-day work involves making the material housed in archives (both ours and others around the state) more discoverable to the general public, whether through digitization of historical collections, online access via digital platforms or social media, or promotion of collections to various audiences in person and virtually. At the same time, I regularly give trainings and provide guidance on these same skills to those working in the field around our state, providing me with extensive experience in communicating both the value of discoverable collections, and best practices in achieving this work.

As an SOA member since 2013 and a council member for the last two years, I have learned a great deal about the organization and its operation both through its half-century history and as we look to the future. During my time on council, the group has made big strides in updating the SOA strategic plan, and in planning for the future through clearer documentation of organizational policies and procedures. Having this background would position me well for the role of secretary as this important work moves ahead, and allow me to continue to contribute to best representing Ohio's archivists and cultural heritage professionals of all kinds within the framework of this organization.

Over the coming few years, SOA has critical work to do in several areas. A primary area of focus should be recruiting, retaining and supporting our membership through a more robust offering of benefits and networking opportunities, including potential mentorship programs for those newer to the profession and more extensive professional development opportunities outside of the annual meetings. Through these methods, SOA can help strengthen the field and increase recognition of the knowledge and value that archivists bring to society and to their institutions.

At the same time, SOA should work to expand its member base to include a more diverse representation of the profession in every sense—from cultural background to job duties to years in the field. By building a larger community of professionals whose goals and responsibilities align with the organization, SOA can better position itself to remain strong over the next 50 years, and to continually improve its service to its own members and build awareness of the value of Ohio's archives.

Previous Positions: *Document Indexer, Franklin County Board of Developmental Disability, Columbus, OH, 2011-2012; Library Intern, ACUHO-I, Columbus, OH, 2010-2011; Visual Resources Assistant, Columbus College of Art and Design, Columbus, OH, 2011.*

Education: *MLIS, Kent State University, 2011; BA, French, Linguistics, The Ohio State University, 2009.*

Professional Associations: *Society of Ohio Archivists, 2013-Present, Public Information Committee, 2013-2015, Educational Programming Committee, 2014-2017, Council Member, 2017-2019; Ohio Digitization Interest Group, 2013-Present, Planning Committee 2013-Present; Ohio Digital Network, Metadata Working Group, 2015-2018; American Association of State and Local History, 2013-Present; American Alliance of Museums, 2013-Present;*

COUNCIL
Jenifer Baker
Deputy Archivist, Warren County Records Center and Archives

Prior to completing my M.A. in Public History from Wright State University, I worked for 10 years in Corporate & Retail Management. Though this experience does not relate directly to the archives side of this career I learned many lessons I believe translate into the success I have had as an archivist. I come to the table with a background of working in the private and public sector that applies to the diverse types of archives that make up the members of SOA. Since taking my position as the Deputy Archivist at Warren County Records Center and Archives I feel as if I have been on a fast track of discovering and developing my skills as an archivist. When I began my career in the Public Records field I did not expect it to be so exciting and eye opening. I have learned so much on how the records that exist in counties all over the country help to tell the greater story of our nation. I absolutely love what I do and I feel so honored to be able to say that outreach within the community and local schools is one of the biggest parts of my job. This is where I could bring the most to the table when it comes to my skill set for SOA. I have taken our outreach from infancy and developed it into thriving programs that have reached around 3,500 students and 1,000 community members.

Outreach is one of the areas I am most passionate about. I feel that educating the community in what archivists do and what our mission as archivists is will be essential in the future of our profession. When I discuss what I do with peers outside the archival community I have found that many people do not know what our profession is and therefore cannot understand the importance of why we do it. In developing our education outreach program I hope to plant the archival seed of knowledge in these young minds so they can grow and thrive with archives in their future, whether that be in their research or possibly spark an interest into an unknown career field. Therefore this is one of the areas I would like to see SOA developing over the next 5-10 years.

Other common themes and issues I believe SOA should address, or continue to address, are digital archives, developing processing practices that fast track the materials from accession to researcher, types of records accessible to the public, and professional networking across diverse archival positions. I would like to thank you for taking the time to review my candidate statement and add that I would be honored if I am chosen for the SOA Council with the chance to influence future discussions and issues within SOA.

Previous Positions: *Account Manager, Standard Register, 2013-2015; Assistant Manager, Golf Galaxy, 2006-2013*

Education: M.A., Public History, Wright State University, 2015; B.A., History, Miami University, 2005

Professional Associations: Miami Valley Archives Roundtable, 2015-Present; Society of Ohio Archivists, 2015-Present; National Association

of Government Archives and Records Administrators, 2016-Present; Society of American Archivists, 2015-Present; Heritage Alliance Council, 2017-Present

COUNCIL
Melissa Dalton
Public Outreach Coordinator, Greene County Records Center & Archives

Since entering the public history field in 2008, I have sought out opportunities to expand my knowledge and understanding of archives, libraries, and museums. I've worked (and volunteered) in museums and archives throughout the Dayton region, and have held a variety of positions. Each position, be it a collections consultant, museum curator, processing archivist, or education assistant, has afforded me the opportunity to gain valuable experience, and learn to work with diverse populations.

Something that was impressed upon me early in my career was the importance of maintaining memberships with professional organizations. Not only have I maintained memberships, but I have attended a wide range of professional meetings throughout my career, including meetings/conferences of anthropology, museum, and archives professionals. I have presented at regional and national conferences, and in 2018, joined the SOA Advocacy and Outreach Committee.

I believe my diverse experience in the fields of archaeology, history, and public history will allow me to bring a multifaceted perspective to SOA Council. It is through collaboration and cooperation of many disciplines that we expand our knowledge and understanding of different peoples, places, and cultures, and it is through this realization that we can better serve our communities.

With a strong membership base, SOA has

the opportunity to expand outreach and engagement programs by working with schools, universities, libraries, and other cultural institutions in Ohio. I have a passion for working with the public and I believe that everyone, without prejudice, should have access to information. As the Public Outreach Coordinator for the Greene County Archives, I see the impact outreach has on local communities. School children (and teachers) have a chance to learn about our collective history using primary sources, and this allows them to connect with the past in a unique and engaging manner. Additionally, community engagement and public outreach promotes information literacy, which is an ever-increasing need in the current environment.

All people have the right to knowledge and information, and it is through institutions like libraries, archives, and museums, that these ideals are fulfilled. Our cultural institutions (libraries, archives, museums) are the key to opening minds and empowering members of its community, and SOA is uniquely positioned to help fulfill those needs. We have members throughout Ohio, and I would like to see SOA take the lead in promoting and furthering outreach and community engagement opportunities.

By creating greater opportunities for outreach and engagement, we also are advocating for our field. The more engaged we are with our communities,

the more support we garner. This not only helps the individual institution, but also provides further evidence that we can present to our members of Congress regarding the importance of archives and other cultural institutions.

Previous Positions: Education Assistant, Carillon Park, Dayton History, 2015-2017; Fellow (Processing Archivist), History Office, Air Force Research Laboratory, 2012-2016; Intern/Museum Curator, Collections Division, National Museum of the United States Air Force, 2010-2011; Field Supervisor/Collections Consultant, Boonshoft Museum of Discovery, Dayton Society of Natural History, 2007, 2009-2011

Education: M.S., Library and Information Science, Kent State University, in progress; M.A., History with a concentration in Public History, Wright State University, 2010; B.A., Anthropology, Ohio University, 2003

Professional Associations: Society of Ohio Archivists, 2012-Present, Advocacy & Outreach Committee Member, 2018-Present; Society of American Archivists, 2010-Present; National Association of Government Archives and Records Administrators, 2018-Present; County Archivists & Records Managers Association, 2018-Present; Miami Valley Archives Roundtable, 2010-Present; Midwest Archives Conference, 2009-2015; American Alliance of Museums,2009-2017

COUNCIL

Stacey Lavender

Special Collections Librarian, Ohio University

Professional organizations have always played an important role in my archival work, and I have been active at the state, regional, and national level. These organizations have been of great benefit to me, personally and professionally. I have attended workshops and conferences addressing emergent topics in our field, developed strong relationships with colleagues whose work connects to mine, and learned more about the countless innovative projects happening all around me. This is particularly true for SOA. As the first organization I joined after moving from Texas to Ohio in 2016, SOA has been an invaluable resource in meeting colleagues throughout the state and learning more about the amazing work they do. My decision to run for SOA Council is largely motivated by a desire to ensure that other members of our profession have access to the same benefits.

My career so far has allowed me to gain experience in a relatively wide range of archival responsibilities, including collection development, arrangement and description, developing digital collections, providing reference services, outreach and engagement, and teaching with primary sources. The institutions I have worked in are similarly varied, from large public universities to a small government archive where I was the loan arranger (and an intern at that). I believe

this variety in experience would help me to serve a wide membership with a diverse set of needs, like that of SOA.

I have been on the Educational Programming Committee for as long as I have been in SOA, and am now in my second year as its co-chair. This role has provided a good amount of insight into how SOA works and has led me to develop some ideas for where I can contribute. There are so many things that SOA already does well, and I especially love our commitment to creating meaningful, affordable professional development opportunities for archivists, and other interested parties, across the state. There is, of course, always room to improve and there are some concrete strategies we could pursue over the next few years in order to better meet the professional development needs of our membership. I would like see SOA explore ways to provide educational and networking opportunities outside of the annual meeting. This might be through reestablishing a mentorship program, organizing local meet-ups, or providing stand-alone workshops throughout the year. I believe we would also benefit from developing a more programmatic approach to outreach and engagement. With so many ways to engage, including social media platforms, email blasts, and newsletters and other publications, it can be hard to know where to focus our

limited resources. I would like to help develop ways of measuring impact and strategizing our efforts. Some of these things are changes that are already in motion, and none of them are ideas I have come up with all on my own, but I would love to be one of the people trying to bring them to fruition on SOA Council.

Previous Positions: *Digital Projects Librarian for Arts and Archives, Ohio University Libraries, 2016-2017; Houston Arts and History Archives Fellow, University of Houston Libraries, 2013-2015; Science Records Intern, U.S. Geological Survey – Great Lakes Science Center, 2012-2013; Student Archivist, Gerald R. Ford Library, 2011-2012*

Education: *MS, Information – Archives and Records Management, University of Michigan, 2013; BA, History, Rice University, 2005*

Professional Associations: *Society of Ohio Archivists, 2016-Present, Educational Programming Committee Co-chair, 2017-Present; Midwest Archives Conference, 2016-Present, Ohio Representative on Membership Committee, 2017-Present; Society of American Archivists, 2013-Present, RAO Access to Electronic Records Working Group Co-chair, 2015-2017; Academic Library Association of Ohio, 2017-present; American Library Association, 2013-Present; Society of Southwest Archivists, 2013-2016*

COUNCIL

Amy Rohmiller

Associate University Archivist, University of Dayton

My career in public history and archives has given me a variety of skills and experiences I would be honored to contribute to SOA Council. I have had the opportunity to work with history organizations of all sizes and types who want to do the best they can to preserve their collections for the future. I enjoyed helping these organizations figure out how to collaborate with each other and helping them translate the field's best practices into something achievable for even the smallest, all-volunteer archive or historical society. My travels around the state have given me a deep understanding of the needs and strengths of Ohio's history community, and I would welcome the opportunity to continue to work with these organizations through helping them connect to the valuable resources organizations like SOA offer.

I am committed to giving back and serving the profession. Working with the Field Services Alliance (FSA) and the Ohio Local History Alliance have given me valuable experience in the functions and operations of a professional service organization. In working with them I have edited a newsletter, created a strong web presence, and planned and executed conferences and other professional development opportunities. Serving on the FSA Committee in particular gave me valuable experience in learning to articulate not only the value of history, but also the value and relevance of service and professional organizations.

I also firmly believe in helping students and new professionals, and the importance of mentoring and networking. Through running the Ohio History Connection's AmeriCorps program that aims to give new professionals experience and my work with student workers at the University of Dayton, I have had the pleasure of providing development opportunities to the next generation of professionals and help them connect to this very welcoming community.

These experiences feed into what I see as some of the most important themes/issues for SOA in the next 3-5 years. In today's world, the value and importance of what we do as archivists and the importance of history in general is not always seen. SOA can continue to advocate for the importance and relevance of history and the historical record in critically engaging with important issues in the current culture. Similarly, SOA can also work to spotlight the work of archivists and the value of the archival profession.

Additionally, SOA can continue to provide quality professional development opportunities to Ohio's history community, with particular emphasis on reaching out to students, new professionals, and those with archival collections who may have no formal archival training. They are custodians of some of Ohio's largest collections and need the knowledge and expertise to ensure those collections are preserved and accessible long into the future.

While these themes/issues are not new, they continue to be of the greatest importance. I believe that my background and skillset will bring a valuable perspective in helping address them and to continue to ensure that SOA thrives far into the future.

Previous Positions: *AmeriCorps Manager & Coordinator, Local History Services, Ohio History Connection, 2018; AmeriCorps Coordinator, Ohio History Connection, 2013-2018; Local History Program Coordinator, Ohio History Connection, 2012-2013; Education Assistant, Dayton History, 2011-2012; Ohio History Service Corps Member, Piqua Public Library, 2010-2011; Graduate Assistant, Albert Gore Research Center, Middle Tennessee State University, 2008-2009*

Education: *M.L.I.S., Syracuse University, 2017; M.A., Public History, Middle Tennessee State University, 2011; B.A., History, Case Western Reserve University, 2008*

Professional Associations: *Miami Valley Archives Roundtable, 2018-Present; Society of Ohio Archivists, 2018-present, Advocacy and Outreach Committee, 2018-Present; American Association of State and Local History, 2012-Present, Annual Meeting Program Committee Member, 2016, Field Services Alliance Committee Member, 2016-2018; Ohio Local History Alliance, 2012-2018; Columbus Emerging Museum Professionals Board Member, 2013-2018*

Past is Present:

SOA / OLHA Joint Meeting, October 5–6, 2018

Stephanie Bricking, Public Library of Cincinnati and Hamilton County, and Stacey Lavender, Ohio University, Educational Programming Co-Chairs

The joint meeting of the Society of Ohio Archivists and the Ohio Local History Alliance took place on October 5th and 6th, 2018 at the Crowne Plaza hotel in Dublin, Ohio. The conference featured a wide variety of sessions tied together by the theme Past is Present.

The first day of the conference featured a full-day SOA track of sessions, covering topics like the basics of finding aid creation; Project STAND (Student Activism Now Documented), which aims to create a single online access point for materials documenting student activism; grant opportunities in Ohio relating to preservation and access; our ever-popular Ask an Archivist session; and a session on digitization hiccups and lessons learned from them. To follow what happened during these sessions and others at the conference, check out the Wakelet created for the meeting.

The conference also included several special events. A pre-conference workshop entitled "Ohio, Community Engagement, and History: Research Workshop" was held at the Ohio History Center on October 4th; Joe Horrigan, Executive Director of the Pro Football Hall of Fame, gave a keynote address at Friday's lunch in which he discussed the founding of the National Football League; and on Saturday registrants could attend the Ohio Local History Alliance Outstanding Achievement Awards Luncheon. More information about all aspects of the conference can be found at the OLHA website.

SOA would like to extend a huge thank you to the presenters and volunteers that took part in the joint meeting, the Educational Programming Committee putting together an exciting slate of sessions and acting as moderators, and to the Ohio Local History Alliance for continuing to allow SOA to partner with them every fall.

Lae'l Hughes-Watkins, University Archivist and Assistant Professor at Kent State University, at her presentation on Project STAND (Student Activism Now Documented)

From left to right: Amy McCrory, head, Digital Imaging Unit, The Ohio State University Libraries; Collette McDonough, archivist and library manager, Kettering Foundation; Robin Heise, records manager/archivist, Greene County Records Center and Archives; and Nancy Horlacher, local history specialist, Dayton Metro Library at the "Ask an Archivist" panel.
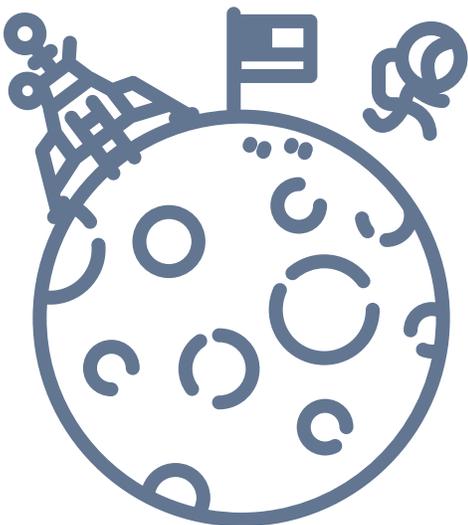
Archives Month Poster

This year's theme for the Archives Month Poster is Small Steps, Giant Leaps: Ohio's Role in Space Exploration in honor of the 50th anniversary of the Apollo 11 moon landing on July 20, 1969. Members will be able to vote for their favorite images between April 8 - 26, 2019. More information will be available on the SOA website.

The Archives Month subcommittee of the Advocacy and Outreach Committee: Melissa Dalton, Karmen Beecroft, Natalie Fritz and Lindy Smith.

Image by Anthony Bossard from the Noun Project

"Legacy Processing" as Metadata:

A New Method for Tracking the Historical Work of Photographic Collections Volunteers

Charles William Golde? Unknown photographer, circa 1917-1919.
Charles William Golde? SC#77, Box 10, Folder 51, Cincinnati History Library and Archives, Cincinnati Museum Center.

Margaret Breidenbaugh, Independent Archivist

Volunteer interaction with collections is a crucial facet of the work of many repositories, and the benefits can be numerous. Volunteers seek meaningful activities for enrichment or education. That they give freely of their time speaks to volunteers' enthusiasm for their work. Contemporary thinking is that ideally volunteers working with collections perform basic tasks, which frees up professional archivists for focus on more complex duties; yet some archives professionals are hesitant to work with volunteers, one reason being inconsistent availability. This issue, paired with multiple people working on the same project, can lead to infrequent or inconsistent outcomes. Indeed, it is sometimes unclear who among a team of volunteers completed what task.[1] It is for this reason in particular that a new method of tracking historical volunteer work with photographic collections will be of use to archivists, especially those in charge of collections with a long history of work processed under the aforementioned conditions.

Case Study: The WWI Servicemen Portrait Collection (SC#77), 1919-2019

The case study for this proposed new method is the World War I Servicemen Portrait Collection (SC#77), which the Historical and Philosophical Society of Ohio accessioned one hundred years ago, and which is now housed at the Cincinnati History Library and Archives, Cincinnati Museum Center. SC#77 contains 2,625 images, and is a mixture of photographic postcards, formal studio portraits, and some amateur snapshots. These various images represent less than half the original 6,000 or so images that were part of the traveling U.S. and Allied Governments Victory War Exposition, which came to Music Hall in Cincinnati, December 14-22, 1918. The purpose of this exposition, and its inclusion of local portraits, was to encourage American support for the war by educating the general public about how the federal government was spending tax dollars. Around 164,000 visitors came to see 40,000 feet of exhibit space featuring captured weaponry, airplanes, and mock battles, in addition to the portraits of local service members and a special Gold Star room reserved for portraits of those who died while on active duty. After the

Features Editor's Note:

For this issue there are two feature articles. In the first, we bid farewell to the centennial of the end of the First World War. Margaret Breidenbaugh discusses her work creating meaningful and useful metadata for a photographic collection of servicemen from the Cincinnati Tristate area that has been handled by curators more than once over the past century. Her article grew from a presentation at the 2018 Spring Conference.

In the second article, Pari Swift, University Records Manager at Ohio State, reports on new, innovative developments in the public universities' system wide records management program coordinated by the Inter-University Council, an endeavor that first started 30 years ago.
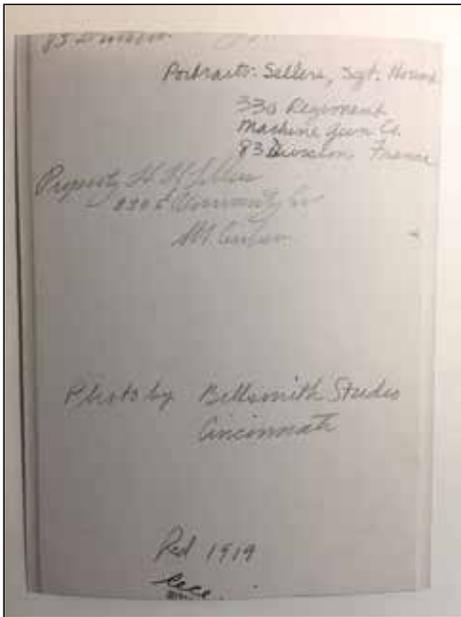
Sergeant Howard Sellers (verso). Photograph by Bellsmith Studio?, circa 1917-1919.
Howard Sellers, SC#77, Box 24, Folder 53, Cincinnati History Library and Archives, Cincinnati Museum Center.

Sergeant Alfred Groene? (verso). Unknown photographer, circa 1917-1919.
Alfred Groene? SC#77, Box 11, Folder 1, Cincinnati History Library and Archives, Cincinnati Museum Center.

exposition closed, the Historical Society encouraged service members and their families to donate copies of the portraits to the society's permanent holdings. As a result, SC#77 is the most complete photographic record of people from the Greater Cincinnati Tri-State Area who served in the United States Armed Forces during the First World War.

"Legacy Processing": Tracking Historical Volunteer Work

When questions arise about "legacy processing" ––that is, the historical acquisition, arrangement, and description of collections—how ought repositories seek answers? In the case of the British Library, two unbound, undated volumes titled Department of Printed Books: Specimens of Handwriting of Staff might hold the key. These volumes, housed in the British Library Corporate Archives (BLCA), contain sample title slips. Though the BLCA has no definitive record of how library staff used these volumes in practice, an accompanying note on one sample provides a clue: "this is a specimen of my handwriting – as requested – please do not incorporate this title into the catalogue, this is a reject."[2] The pasted-in handwriting samples are annotated and cross-referenced with an index of library staff names. While there is no conclusive evidence suggesting how library staff used these volumes, the British Library example is the inspiration for the new method of tracking volunteer work with photographic collections which this article proposes.[3]

Today, analog systems such as the one used at the British Library may seem outmoded, yet the basic principle for repositories wishing to trace volunteer activity is practical. Twenty-first century technology such as Intelligent Character Recognition (ICR) software holds real promise for such pursuit, since even in its infancy it is capable of identifying and distinguishing different handwriting styles. Archives professionals will do well to track this software and its development. While one can easily see the relevance of ICR to identifying individual volunteers at work with photographic collections, it remains to be seen how much time might pass before ICR outpaces human ability to

distinguish handwriting styles.[4]

Under the method which this article now proposes, digital images of sample inscriptions exist side by side with relevant metadata, in an electronic file such as a Microsoft Word document.[5] There is no need to allocate special software or tools for this project, and thus it is appropriate for institutions of any size and budget. Metadata used for the SC#77 case study includes both a volunteer profile and information related to each sample image, though of course relevant metadata for different repositories and collections will vary. Fields in the SC#77 volunteer profile include volunteer ID (unique number assigned to each volunteer), processing methods, and importantly, volunteer handwriting characteristics (e.g., "block printing" or "uppercase letters only"). Image profile fields specific to SC#77 include portrait title (military rank, given name, and surname), location (box and folder numbers), approximate processing dates, original inscription condition (e.g., "partially lost due to erasure"), volunteer-added inscriptions, materials used to inscribe work (e.g., "pencil" or "red ink"), mechanical alterations (e.g., "loss of mount"), intake stamps and, where applicable, additional remarks. Samples in a given project file should be arranged numerically by volunteer ID, and then numerically by sample image location (box number at minimum). To show natural variations in handwriting, each volunteer profile should include at least two sample images.

Below are two examples as illustration:

Volunteer profile
Volunteer ID: 001
Processing methods: inscriptions begin with "Portraits:"
Handwriting characteristics: cursive, pencil applied with heavy pressure

Image profile
Title: Sergeant Howard Sellers [6]
Location: Box 24 ; Folder 53
Approximate processing dates: 1919 ; c. 1964-1989
Original inscription condition: partially lost due to trimming of support
Volunteer-added inscriptions: "Portraits: Sellers, Sgt. Howard, 330 Regiment, Machine Gun Co., 83 d Division France" [7]
Materials used to inscribe work: pencil
Mechanical alterations:

support trimmed

Intake stamps: "HISTORICAL & PHILOSOPHICAL SOCIETY OF OHIO" (partial)

Additional Remarks

Cannot determine if this photograph was part of 1918 exposition; if there were pinholes, they were located on portions of support that are lost.

Inscription possibly from different volunteer: "Photo by Bellsmith Studio, Cincinnati, Recd 1919" (compare with uppercase "P" and lowercase "y" in original inscription)

Volunteer profile

Volunteer ID: 002

Processing methods: transcribing original inscriptions onto support or adhesive label

Handwriting characteristics: small, printed letters, red/blue ink

Image profile

Title: Sergeant Alfred Groene [8]

Location: Box 11 ; Folder 1

Approximate processing dates: c. 1964-1989

Original inscription condition: mostly lost due to support being affixed to mount, covered with adhesive labe

Volunteer-added inscriptions: "Groene, Sgt. Alfred, 42 Field Hospital, France, 1919"

Materials used to inscribe work: pencil (original) ; red ink (volunteer)

Mechanical alterations: support removed from original mount

Intake stamps: "FROM THE COLLECTIONS OF THE CINCINNATI HISTORICAL SOCIETY, EDEN PARK, CINCINNATI, OHIO, ALL RIGHTS RESERVED, PERMISSION TO COPY MUST BE SECURED FROM THE SOCIETY"

Additional Remarks

Intake stamp applied over black paper left behind by removal from original mount: photograph was stamped after such mechanical alteration.

To keep language consistent and easily searchable, archivists implementing this method can maintain a separate document or spreadsheet with set descriptive words or phrases, tailored to metadata relevant to the specific collection, easily copied and pasted into the sample image document. Following this method, collections staff can save time and effort in the search for distinct processing patterns. By identifying such patterns, it is possible to make inferences about the types of information and materials (e.g., mounts, labels) which have been added, altered, or lost through the historical work of volunteers.

History of Volunteer Work with the WWI Servicemen Portrait Collection (SC#77), 1919-2019

Little is known about the general work of volunteers with the Historical Society in Cincinnati in the first decades of the twentieth century. Finding and identifying key elements of the processing methods in place at different times throughout SC#77's lifespan makes it possible, however, to determine which volunteers completed what work with specific portraits. Over the last century processing of SC#77 has taken place in at least four phases: 1) accessioning (primarily 1919); 2) housing and identification (circa 1964-1989); 3) cataloging, researching photographers, and drafting a model workflow (2014); and 4) rehousing, condition assessment, identification, and cataloging (2017-2019). Intake stamps, volunteer-added inscriptions, and loss of portions of supports and mounts are key examples of legacy processing methods that can be identified and put into a chronological order to discern a history of the accessioning and handling of the collection. Inspection suggests that during the second phase (circa 1964-1989) there occurred a significant loss of original information, although in some cases mechanical changes such as removal of mounts may have taken place during installation of the December 1918 exposition. Recent work with this collection recovered some lost information through verification with primary sources contemporary to the portrait collection, including draft registration cards, rosters, and census data. Even so, the accuracy of some volunteer-added inscriptions cannot be verified.

The Historical Society in Cincinnati accessioned SC#77 in 1919, with a few outliers added in 1920. Almost all photographs processed in this first phase, which forms the majority of the collection, bear an inscription ("Received 1919") written by a single volunteer, along with an accompanying intake stamp reading "HISTORICAL & PHILOSOPHICAL SOCIETY OF OHIO." In some instances, portions of the intake stamp are lost, due

to removal of original mounts or the cutting away of portions of supports. In such instances it appears collection items were processed multiple times, though the reason for such activity is not apparent.

Photographs stamped "FROM THE COLLECTIONS OF THE CINCINNATI HISTORICAL SOCIETY, EDEN PARK, CINCINNATI, OHIO, ALL RIGHTS RESERVED. PERMISSION TO COPY MUST BE SECURED FROM THE SOCIETY," must have been processed during the second phase (circa 1964–1989), after the relocation of the Cincinnati History Library and Archives to Eden Park, on the edge of Cincinnati's Walnut Hills neighborhood. A handful of images were added to the collection during this period; it appears that volunteers treated the collection as a subject file rather than a distinct, finite accession.

Student, intern, and professional processing of SC#77––phases three and four––began in 2014. Katie Fiorelli, a graduate student in the Department of History at the University of Cincinnati, began the cataloging of the collection alphabetically, and created a directory of Tri-State Area studio photographers represented in the collection. She also added metadata related to individual sitters' service records, drafted a step-by-step workflow with standard descriptors for condition, wrote guidelines for adding Library of Congress subject authorities, and established general best practices for inputting metadata.

Fiorelli's contributions to the collection laid the groundwork for my own interaction with this collection, as I began processing SC#77 in 2017 while a graduate student in the Department of History at Miami University. I rehoused oversized images and removed later accessions from the collection (donations came in as late as the 1960s), checked for appropriate file order (three subseries based on size, each arranged alphabetically by surname then given name), and then began image-level description and condition assessment. It was at this stage that I noticed unusual patterns in processing, and methods not considered best practice today. It is possible that volunteers working with the collection during the Eden Park years removed images from

original mounts and trimmed supports down to letter size, presumably to make images fit in existing file folders, though substantially more evidence would be necessary to conclude such case. Dozens of 4" x 6" portraits processed during this phase may have come from a photo album rather than the original exhibit; traces of black paper presumably from album pages, a lack of intake stamps or older inscriptions, and the presence of volunteer-added inscriptions bear witness to this possibility, though once again not a certainty. Because the relative age of these photo album portraits is contemporary to the 1918 exposition, they remain in the collection. With the overall loss of original inscriptions (missing mounts and labels) the accuracy of some volunteer transcriptions cannot be determined, leaving the identification of some SC#77 sitters in question.

In addition to making a full accounting of SC#77 by cataloging metadata related to sitter, military service, and image type (formal studio portrait or photographic postcard in most cases), I also made detailed condition assessments of each photograph. While chemical degradation such as silver mirroring is prevalent, mechanical changes to condition, such as pinholes or removal of original mounts, indicate which portraits were exhibited originally at Music Hall, which were likely processed at Eden Park, and which may not be original to the collection. Pinholes are found through the supports of most images, indicating these photographs are original to SC#77 and were pinned to displays during the 1918 exposition. In cases of images removed from original mounts or missing original labels, supports exhibit moderate cockling; the majority from this grouping bears the Eden Park stamp or volunteer-added inscriptions. Images marked as accessioned after 1920 (e.g., "Gift of Mrs Louise E Bentley, Nov 21, 1961") are no longer with the original collection.[9]

Legacy Processing: Facing the Future

Despite the loss of information in some cases, the World War I Servicemen Portrait Collection (SC#77) remains important. There is no known larger photographic

record of World War I service members from the Tri-State Area. Legacy processing is imperfect, and the removal of original mounts and labels, whether due to exposition preparations or volunteer activity, cannot be undone. By the same token, without the work of twentieth-century volunteers, photographic collections such as SC#77 might still be waiting for someone to recognize their significance. The future of SC#77 includes digitization, in an effort to make the collection and two thousand plus subjects accessible to future researchers and to descendants of the Tri-State Area service members who gave their time and in cases their lives.

The SC#77 case study demonstrates that implementing the proposed new method of identifying and distinguishing the work of individual volunteers——based on handwriting samples——allows the professional archivist to reach broader conclusions about legacy processing: types of information added or altered through volunteer-added inscriptions, or lost due to volunteer (or earlier) removal of original mounts; the erasure of original inscriptions; and the cutting away of portions of photographic support materials. An electronic tracking system allows for searchability of metadata relating to handwriting, such as color of ink, cursive versus printing, and more. By connecting individual handwriting styles with additions, alterations, and losses of information, it is possible to infer patterns about what added information is accurate, what was meant by volunteer-altered information, and what information might regrettably be lost to time.

Margaret Breidenbaugh has worked in archives and special collections libraries since 2014. She holds an M.A. in History from Miami University, where her studies included public history and 19th- and 20th-century social history in Germany and Ohio. Her thesis, "'Just for me': Bourgeois Values and Romantic Courtship in the 1855 Travel Diary of Marie von Bonin," explores the role of everyday noblewomen in the noble-class adaptation of middle-class values. Recent professional endeavors include work as a Project Cataloger at the Cincinnati Museum Center, developing an oral history project in the Cincinnati neighborhood of Walnut Hills, and founding #7amWritersClub, an online community for academic, creative, professional, and student writing (@7amwriters on Twitter).

[1] Kevin B. Leonard, "Volunteers in Archives: Free Labor, But Not without Cost," *Journal of Library Administration* 52: 2012, 315-16, doi: 10.1080/01930826.2012.684529.

[2] *Department of Printed Books: Specimens of Handwriting of Staff* (1961-1968), 19, British Library Corporate Archives.

[3] Hannah Graves, British Library Archives, email to the author, 29 January 2019. See also P. R. Harris, *A History of the British Museum Library, 1753-1973* (London: The British Library, 1998), 633-38. Some staff names indexed in *Department of Printed Books* also appear in Harris' work; these staff contributed to production of the British Library's general catalogs in the 1960s. Many thanks to Graves for sharing knowledge of this historical cataloging project with me.

[4] IWR (Intelligent Word Recognition) software, available from A2iA, claims the ability to identify, codify and extract complex data in handwritten documents at the word level. "Historic Documents," *A2iA*, accessed 2019 January 24, https://www.a2ia.com/en/historic-documents.

[5] Thumbnail or low-resolution digital copies are ideal for this project since the focus is metadata. High-resolution (600 dpi or greater) images should be stored elsewhere following a separate digital preservation plan.

[6] See Fig. 2.

[7] "The Metropolitan Museum of Art Archives Description Guide," last updated 2012 June, http://files.archivists.org/groups/museum/standards/10-MMA_Archives_Transcription_guide.pdf. The Society of American Archivists endorses this set of guidelines, which recommends transcribing handwritten inscriptions exactly as they appear.

[8] See Fig. 3.

[9] James [Magee] Bentley, SC#77, Box 2, Folder 66, Cincinnati History Library and Archives, Cincinnati Museum Center. Another copy of this photograph was donated before 1921 and remains with the collection.

Keeping up with the Changing Landscape of University Records Management in Ohio

Pari Swift, The Ohio State University Libraries

Introduction

At one time, not too long ago, records management was seen by many outside the profession as an "unfunded mandate" and a "necessary evil." The importance of records management, and how it can benefit an organization, has not always been easy for those on the inside to articulate to those outside of records management.

However, the landscape has been changing. While the profession has always understood its importance, a variety of emerging issues have thrust records management into a more prominent position within organizations and made them an active part of the conversation. The proliferation of electronic records, ever-increasing regulatory requirements, e-discovery, data security and information privacy are just a few of the factors at play, making records management much more necessarily involved and intricate than it was previously perceived. Records management's strategic alliances within organizations continue to evolve as records managers tackle these growing issues.

University records managers and archivists recognized these emerging issues 30 years ago and joined forces within the Inter-University Council (IUC) of Ohio to begin to address them together. The revolutionary partnership of records managers and archivists across Ohio's public colleges and universities continues to keep up with the changing landscape of university records management in Ohio today.

The Inter-University Council of Ohio

The Inter-University Council (IUC) of Ohio was formed in 1939 as a voluntary educational association of Ohio's public universities, with a focus on presenting a unified position to the State of Ohio and Ohio Legislature on the operating and capital needs of public universities. Today, the IUC represents Ohio's 14 public universities and its purpose is to "facilitate the development of common interest and concern of its members and to assist in sustaining and improving the quality of public higher education." Two of the major goals of the IUC are to:

- *Establish a forum that fosters idea exploration and problem solving, and*

- *Achieve, through collaboration and cooperation, what institutions cannot likely achieve alone.*

From these goals grew the ad hoc group of records managers and

archivists that ultimately created the IUC's first model records retention schedule.

Records Management's Early Role in the IUC

State laws required the creation and approval for public offices of records retention schedules, which outline the types of records created and how long they should be maintained. The creation of defensible retention schedules requires an examination of the administrative, fiscal, legal (including regulatory compliance), and historical value of each type of record. Since public colleges and universities engage in the same business functions, they create the same basic types of records. Therefore, it made logical sense, then, for the state's colleges and universities to work together on a single model retention schedule that could be used by any of the 14 institutions. At the time, nothing similar had been done in higher education records management.

Therefore, in 1989, after the legislature exempted public universities from review by the Department of Administrative Services, university records managers, archivists, attorneys and other representatives began meeting as an ad hoc group, under the IUC Campus Legal Counsels committee, with a goal of creating a well-researched, uniform, model records retention schedule. They conducted surveys of the types of records common to institutions of higher education. Additionally, they employed Donald Skupsky,

an attorney and certified records manager, as a consultant to research and index state and federal laws and regulations that govern or affect how long records should be retained. (Eventually, these laws and regulations would be turned into a legal citation software program, Information Requirements Clearinghouse (IRCH), which was utilized by the IUC until October 2018.)

The records retention manual took two years to develop. Archivists and records managers at each institution were able to use the model schedule, but adapted it to the needs of their own institutions. Periodically, led by archivists at The Ohio State University, which housed the IRCH software, the model schedule was updated as laws changed or new record series were added.

Current Status of Records Management within the IUC

The landscape of records management in universities has changed and become significantly more prominent in the time since the group began meeting ad hoc. In today's climate — with records management's integrated roles expanding into the work of legal, public records, information technology and security – the records managers, archivists, and attorneys that comprised this group felt that an official, on-going IUC records management presence was warranted and vital. On July 27, 2018, the IUC Campus Legal Counsel committee voted to make Records Retention a formal subcommittee of the IUC under Campus Legal Counsels.

The goal of the Records Retention subcommittee is to collectively and proactively get ahead of the curve when it comes to records management. Records management should not be viewed as a checkmark at the end of business processes, but rather must be integrated at the beginning. To this end, and in alignment with the IUC's mission, the Records Retention subcommittee has goals of:

- *Maintaining transparency by ensuring better access to organized public records*

- *Finding efficiencies in our joint collaborations and saving resources*

- *Implementing policies, procedures and practices that will lead to greater compliance with federal, state, and university regulations*

- *Working with Information Technology on challenges such as email/text/electronic communications, retention and disposition, document and records management technology acquisition and implementation, and data privacy and security risk management*

- *Supporting legal counsel in public records requests, litigation holds, and e-discovery by creating organized, efficient, compliant and defensible records programs and teaching those practices throughout the university*

The Records Retention Subcommittee action items include:

- *Review and update the shared model records retention schedule*

- *Provide an avenue for strengthening interconnected relationships between the records programs at IUC institutions*

- *Share best practices amongst records managers, archivists, and public records professionals*

- *Initiate a survey of Ohio's public institutions of higher education to understand their institutional placement, services offered, and challenges faced in order to find opportunities for collaboration, advancement and efficiency*

Overhauling the Model Retention Schedule

The IUC Records Retention subcommittee's top priority, to overhaul the model retention schedule, is led by a small working group of records managers and attorneys from 6 of the 14 IUC member institutions. The last major update to the IUC model retention schedule was made in 2009. Since then, countless laws affecting records have changed or been added, rendering the model schedule out of compliance with current legal standards and putting IUC institutions at risk of not retaining records long enough for litigation purposes and in other cases retaining records longer than current law suggests, thus being impacted by new data privacy laws.

However, the IRCH software, in use since the early 1990s, can no longer meet the growing functionality needs, nor keep up with the pace of regulatory changes. So, before the model schedule could be updated, new software had to be researched and acquired. The Records Retention subcommittee, led by OSU, researched and investigated software that would serve as not just a legal citation database, as IRCH had, but would also allow the building and housing of retention schedules within the system, as well as the added benefit of standardization through the functionality of copying retention schedules between institutions. Zasio's Versatile Retention, the software selected, will revolutionize the way institutions develop, manage and produce retention schedules. Versatile Retention will offer value added features such as:

- *Real-time legal updates, from a team of on-staff attorneys, which ensures that we stay on top of state and federal compliance*

- *Linking legal citations directly to retention schedules so that institutions can immediately determine which records are affected when a law changes*

- *Bulk search and update of retention schedules by legal citation*

- *Web access for anyone within the institution to research legal citations that affect records retention, such as statutes of limitation*

- *Workflows allowing records liaisons from the IUC institutions to initiate requests to add or modify retention schedules, as well as approval workflows*

- *A historical record of changes to retention schedules, which can be important in proving that records destructions were compliant at the time of the disposition*

- *Customizable fields, which allow*

institutions to add data security classifications to schedules for easier identification of protected information

- *Capture and store business requirements which allow records managers to understand the justification of retention periods*

- *Each IUC institution's schedules can be housed in the system allowing for easier sharing of the model retention schedule, while also maintaining separate securities for the institutions' unique retention schedules*

Institutions need a system that allows organized and defensible creation and revision of record retention schedules, along with the most up-to-date legal research available to establish retention periods. The benefits of Versatile Retention will greatly add to the defensibility of each IUC institution's collective procedures and operations in the following ways:

- *Public Records Compliance*

  - *Customizable fields will allow for notes on exempt, confidential, or personal information found within record series, meaning less overall legal review time and more consistent application of redactions.*

  - *Institutions will be able to more easily demonstrate which retention schedule was in place at the time of a disposition, thus proving that the disposition was legal at the time it took place, and therefore potentially saving institutions $1,000 per document destroyed.*

  - *Public records officers will have more readily available access to their institution's retention schedules and the legal research behind them, which can be valuable in responding to public records requests.*

- *Litigation and E-Discovery*

  - *Ability to demonstrate that lost or overwritten electronically stored information (ESI) and other records was the result of routine, good-faith disposition operations through the systematic, repeatable, documented retention schedules, up-to-date procedures, and legal research.*

- *Mitigate the risk and cost associated with e-discovery and cyber security*

  - *E-Discovery – When retention schedules are up-to-date and timely disposition is implemented, overall costs of litigation holds decrease in the following ways:*

    - *Records are better organized, thus allowing litigation holds to be more narrowly defined, while still ensuring the appropriate records are preserved.*

    - *Regular implementation of retention and disposition means fewer unnecessary records are preserved under litigation holds.*

    - *These in turn lead to a decrease in legal review, preservation and production costs, and decreased costs to provide public records access to records under litigation hold.*

- *Cyber security and privacy—*

  - *Adding an institutional data security classification into the records retention schedule would allow for easy recognition of any records that require additional security protections.*

  - *Federal and International privacy requirements (FERPA, HIPAA, the General Data Protection Regulation (GDPR), etc.) dictate that universities need to know what types of information various records contain, how the records relate to process workflows, and other information that is already collected by records management during the records analysis process. The software can retain this information in a standardized manner and share it with IT groups that also need it for privacy and security purposes. This leads to efficiencies for IT, Records Management, and the business units involved, as well as consistency and defensibility for the institutions.*

  - *Records with personal information and higher security classifications will be more easily identifiable for regular destruction. The less personal or confidential information an institution retains, the lower the risk of this information getting into the wrong hands. This in turn lowers the possible costs of notifying affected persons of a security breach and providing credit monitoring.*

- *Provide operational efficiencies to records management and institution records liaisons, many of whom are already stretched thin.*

  - *The legal research has already been, and continues to be, done by a team of Zasio attorneys.*

  - *Ability to search changes in law and instantly find all affected schedules.*

  - *The system allows for the capture of business requirements when determining retention. When the retention schedule requires update, the notes from the previous version serve as a starting point for the updated analysis.*

- *Enhance collaboration between public universities in Ohio through electronic retention schedule sharing.*

Conclusion

What started as a group of archivists and records managers who recognized the importance of records management and wanted to collaborate on a common retention schedule, continues today as a group of records managers, archivists and attorneys who are embracing the changing landscape and the necessity to move forward with Zasio's Versatile Retention software that will ultimately benefit the 14 IUC institutions far beyond the creation of retention schedules.

Records management isn't going away.

In fact, it continues to gain momentum! Records managers are stepping out of their silos. Their role is intertwined with so many different functions within their organizations, and the retention schedule is at the heart of legal, compliance, public records, privacy, and information security. Just like the importance of records management has grown in recognition within organizations, the IUC recognizes the importance of records managers to its overall mission and goals, which are to foster collaboration and find efficiencies, and to maintain solid legal compliance within the laws governing public institutions. Soon, public universities in Ohio will have a new software tool to employ several strategies for moving records management forward: helping their institutions gain control of informational assets, using those assets to their full potential, maintaining compliance with regulations, protecting assets from unauthorized use and dissemination, and preventing unnecessary information from becoming a liability to the organization.

The IUC Records Retention committee will be the first group of public colleges and universities to use Versatile Retention software in this shared manner for the benefit of the collective group, therefore once again providing innovation in records management shared resources.

Pari Swift is the University Records Manager at The Ohio State University. She holds a B.A. in History from Wittenberg University and an M.L.I.S from the University of Pittsburgh. In 2014 she became a Certified Records Manager (CRM).

Professional Development Opportunities for the Ohio GLAMR Student or New Archivist

Karmen Beecroft, Ohio University

The professional organizations that serve Ohio's galleries, archives, libraries, museums, and records (GLAMRs) provide many opportunities for emerging professionals to network, job search, develop new skills, and engage with a robust and ever-evolving community of practice.

The value of local organizations

Why should you, a new or prospective GLAMR professional, invest your time and money in local organizations? Certainly for the programming, but often the most valuable pay-off comes from the fellow practitioners you meet in the hallway or at the lunch table. While networking doesn't always come naturally to folks in our line of work, just striking up a conversation with the person sitting next to you can help you gain a new perspective on a thorny issue or learn about a project similar to your own. Much more than hitting up strangers for jobs, networking provides a space for professionals with similar interests and goals to make connections and open lines of communication in preparation for future collaborations. Says Amy Brickey, Wright State University graduate student and recipient of the 2018 Society of Ohio Archivists student scholarship, "networking is perhaps the most important and integral aspect of the archive realm. By networking, archival ideas are kept fresh and vibrant, new archival strategies are born, and special problems are discussed and resolved. Attending conferences is a wonderful way to network and get yourself out into the professional realm."

Another way to get yourself out there and jump-start your career: professional service. At the local level, committee membership is largely undertaken on a
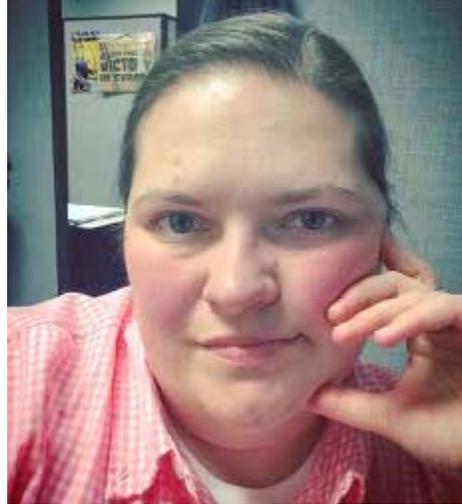
Amy Brickey, Wright State Public History student: "Local conferences hold great value when considering their contribution to both students and new professionals in the archival field."

volunteer basis, no platform statements or elections required. Committees do the vital work of planning educational programming, performing outreach for both the organization and the profession, and maintaining the organization's member base. The time commitment involved in committee service varies significantly, but usually requires no more than a few hours per month. The best way to ascertain the investment required by a committee is simply to contact its chair; SOA chairs and other committee information can be found on SOA's website. Local organizations furthermore serve as "feeders" for the regional, national, and even international bodies responsible for establishing policies, standards, and best practices for the field as a whole.

Best of all, many local organizations offer free or low-cost membership. The Ohio Digitization Interest Group (OhioDIG), for example, hosts free bi-monthly education and shop talk sessions around

the state, with a focus on the Columbus area. Likewise, the Miami Valley Archives Roundtable (MVAR), which also costs nothing to join, meets quarterly in the Dayton area to share presentations, news, and announcements about attendees' archival activities. Our very own Society of Ohio Archivists charges student members just $5 per year; unemployed archivists and new graduates can pay $10 for bridge memberships.

Internship enhancement

A true internship is designed to benefit the intern more than the hosting institution. Rather than just a source of temporary labor, interns are students of professional practice; they show up to learn, not to drudge. Ideally, interns should come away from their experience with a portfolio of new skills and completed projects to show prospective employers, as well as an enhanced understanding of the workflows, dilemmas, and practical decision-making that goes into archival labor.

In an ideal world (or at least a better-funded one), all interns would be paid a living wage. Extensive research shows that unpaid internships exclude first generation students, students of color, and those without a familial financial safety net. Furthermore, they depress the student's future earning potential by giving them unrealistically low expectations regarding the value of their labor. On the other side of the equation, it can be a tough sell for supervisors to secure money for an intern when there isn't funding available for more pressing concerns, such as supplies and repairs. Even when GLAMR institutions lack the ability to pay interns, they can still enhance and deepen the learning experience by providing opportunities for interns to

Macie Penrod, Kent State SLIS student: "Some of the most rewarding and beneficial experiences were those [I] gained from professional development opportunities."

attend programming both at their home institution and through professional organizations.

Macie Penrod, a Kent State SLIS student and former intern at Ohio University Libraries' Digital Initiatives department, had this to say regarding her participation in last October's Ohio Local History Alliance annual meeting: "This meeting offered both diverse presentation topics as well as a diverse cohort of attendees. I was able to broaden my knowledge on topics such as finding aids and grant opportunities, as well as meet many members in the profession who held positions at both public and academic institutions around the state. Attending professional development opportunities as a student is a great way to learn about best practices and issues surrounding the profession, in addition to making connections with colleagues in the field."

Awards, grants, fellowships, and scholarships

Many professional conferences offer reduced registration rates for students, or even provide free registration to those who volunteer for a few hours distributing session evaluations or working the registration desk. Often the biggest barrier to accessing professional development opportunities is travel expenses, however. Airfare, lodging, meals, and incidentals can cost hundreds or thousands of dollars—a significant investment for an established professional and sometimes entirely out of reach for a newcomer to the field. Combined with the pressure to publish and present in order to get job interviews, students and recent graduates are often faced with a decision to either shoulder burdensome expenses or miss out on resume-building experiences.

These organizations know that their continued relevance hinges on attracting and retaining each new class of graduates entering the field. Most, therefore, provide at least a few travel awards designed to mitigate or eliminate the financial burden of conference attendance. While there are often more applicants for these awards than awardees, at the local level especially the odds are good that those who follow the submission guidelines and demonstrate need will receive financial assistance. In 2017, for example, SOA received seven scholarship applicants and funded four of them.

Conferences usually take place between March and October each year, meaning that the corresponding scholarship applications open during the preceding winter and early spring. By press time, the majority of the scholarship opportunities for 2019 will have closed, so be sure to bookmark the below list for next year!

Local

- The Academic Library Association of Ohio (ALAO) offers a Student Presenter Award and Diversity Scholarship Award for their annual conference.

- The Marilyn McNitt Memorial Scholarship funds a graduate student in archival science or a related field to attend the Michigan Archival Association (MAA) Annual Meeting.

- The J.D. Britton Scholarship funds an emerging museum professional (paid or volunteer) who has worked for two years or less in a museum setting to attend the Ohio Local History Alliance (OLHA) Annual Meeting.

- The Ohio Museums Association (OMA) offers multiple scholarships to current or prospective students in museum-related fields to attend their annual conference.

- The Ohio Preservation Council (OPC) offers grants of up to $1000 for Ohio-based preservation professionals and graduate students to attend conferences, workshops, or classes.

- The Society of Ohio Archivists (SOA) offers four scholarships—two for graduate students in archival science or related fields and two for new archival professionals with less than three years' workplace experience—to attend the annual meeting.

Regional

- The Marsha Trimble and Joan Echtenkamp Klein Meeting and Travel Awards fund archivists from the Mid-Atlantic region or graduate students in archival administration to attend the Mid-Atlantic Archives Conference (MARAC); the Karen A. Stuart Local History Collection Workshop & Conference Attendance Award goes to a volunteer or staff person at a public local history collection.

- The Midwest Regional Conservation Guild offers an Emerging Professional Scholarship for pre-program students, current graduate students, and recent graduates (within 2 years of graduation) to attend their annual symposium.

- The Ohio Valley Group of Technical Services Librarians (OVGTSL) offers three scholarships for students enrolled at ALA-accredited library and information science schools in Indiana, Kentucky, or Ohio to attend their annual conference.

National

- The American Association for State and Local History (AASLH) offers two New Professional Workshop Scholarships to paid employees of history organizations who have worked in the field for three years or less.

- The George Stout Scholarship funds graduate student members of the American Institute for Conservation to attend a professional meeting.

- The American Library Association (ALA) offers dozens of awards for students and new profes-

sionals through conference sponsors and sections. The New Members' Round Table (NMRT) is a good place to start; they offer several grants and awards for professional development opportunities. For a full list of current and historical grants, visit their website.

- The Art Libraries Society of North America (ARLIS/NA) provides three travel awards for students to attend their annual conference; the Student Conference Attendance Award requires membership in ARLIS/NA but the Judith A. Hoffberg Student Award for Conference Attendance and the Student Diversity Award for Conference Attendance do not.

- The Association of Academic Museums and Galleries (AAMG) offers scholarships for undergraduate or graduate students to attend their annual conference.

- The Association of College and Research Libraries (ACRL) offers ninety Early-career Librarian Scholarships and fifteen Library School Student Scholarships to attend their annual conference.

- The George Blood LP Women in Audiovisual Archiving and Technology Scholarship includes up to $1000 to attend the Association of Moving Image Archivists (AMIA) annual conference.

- The Association for Recorded Sound Collections (ARSC) offers travel grants for students, recent graduates, or new professionals with less than five years' experience in the field of sound recordings to attend their annual conference.

- The Digital Library Federation (DLF) offers several Forum Fellowships aimed at students and new professionals to attend their annual forum.

- The Rare Books and Manuscripts (RBMS) section of ACRL offers conference scholarships based on financial need to current students, graduates, or employees in the field of rare books, special collections, or archives.

- The Society of American Archivists (SAA) offers two awards for graduate students in archival science to attend their annual conference: the Donald Peterson Student Travel Award and the Harold T. Pinkett Student of Color Award. Additionally, the Brenda S. Banks Travel Award funds any archivist of color attending the conference for the first time.

Views on Vendors

Jenni Salamon, Ohio History Connection

Vendors can be a great resource for helping your institution reach its digitization program goals. Whether or not you have digitization equipment and dedicated staff in-house, some projects may require extra support. If you are wondering if outsourcing is right for you, here are some items to consider.

When should I use a vendor?

Planning is a critical part of any digitization project. You set goals, select material, and evaluate your existing resources against what is required to complete that project. If you identify an area that you need assistance with, it may be worth investigating what a vendor can do. Some examples include:

- Your collection is comprised of special formats (e.g. audio and video; slides, negatives and transparencies; oversize maps and posters; microfilm) requiring equipment and other digital conversion tools that your institution does not own or otherwise have access to.

- The materials of interest are fragile, requiring special care and/

or conservation prior to and during digitization.

- The project is large, whether in number of items or effort needed to describe them, and requires more staff resources than you have available.

- You have a one-time project, and working with a vendor is less expensive than diverting staff resources and purchasing equipment and/or software you will only use once.

- You need a solution to provide access to your digital collections, or to help you maintain your archival files for the long-term.

- Your equipment requires a maintenance contract to ensure it is functioning properly over the years of intended use.

How do I select a vendor?

If you have decided that a vendor is the best way to meet your project needs, the next step is researching and selecting who that vendor will be. There are dozens of companies providing digitization-related services, and depending on what you require, quality and costs will vary. It can be overwhelming to sift through all the options to ensure you have made the best decision for both your project and your institution, particularly if the vendor's product or service has a long-term impact, such as equipment or a digital asset management system.

Some organizations are subject to laws and/or internal procedures that dictate the vendor procurement process. Before launching your vendor search, find out what you are required to do. If your project is grant-funded, also find out what the awarding institution requires. Do you need to issue a formal request-for-quotation (RFQ)/request-for-proposal (RFP), or can you contact vendors more informally? Does the amount of money at stake impact the process? Do you need to receive a certain number of bids? Are you only permitted to select the lowest-cost option,

and if that vendor is not the best fit, are you able to justify the additional expense? Are you allowed to answer vendor questions during the bidding period?

When contacting vendors about your project, be clear about what you want to accomplish and what services you need. Whether or not you use a formal RFQ/RFP, vendors should know the project's scope (material type/condition, digitization standards, metadata requirements); size (physical dimensions, number of items to be scanned); and schedule. This will allow them to provide you with an accurate and detailed description of their costs and services so that there are no (or at least, no major) surprises after the vendor is selected and the project has begun. Make sure the vendor is meeting your expectations, and that you are not compromising industry standards and project requirements in order to complete it quickly or cheaply.

Ask if you can view samples of the vendor's work, or see the equipment they are selling in action. Request a sample contract and share it with your legal team. Ask for references, and talk to them—were they pleased with the vendor? Would they work with them again? Why or why not? The more information you have, the easier it will be to make your final decision, and to get your organization's approval to move forward.

Wondering how to find vendors? Internet searches will reveal some, but your best resource for suggestions and referrals is your community of fellow cultural heritage professionals.

How do I work with a vendor?

Once your vendor has been selected, have them provide a statement of work, contract or similar document. This should reiterate what you have already discussed with your vendor regarding scope, size and schedule; list what each party is responsible for throughout the

Vendors provide both services and products:

- *scanning*
- *metadata*
- *audio/video conversion*
- *transcription*
- *conservation*
- *equipment (purchase and maintenance)*
- *digital asset management system (access, storage, and preservation)*

project; describe costs and the billing process; and include any other terms and conditions relevant to the project or required by either party. Review the contract to make sure everything is correct (and if it is not, work with the vendor to make those adjustments), and have your legal counsel review it to make sure its terms do not violate laws or organizational policies. A well-written, clear contract will aid the project's success.

Communication is essential, starting with the vendor selection process and continuing through the project itself. After the contract is finalized and signed, set up a kickoff call or meeting to introduce key project staff and roles. Throughout the project, it may be helpful to have regular calls with your vendor to discuss project status, or to share weekly updates via email or a project management software. Make it clear to the vendor that they should let you know if they have any questions or if any issues arise so they can be resolved in consultation with you. This will assure that your project goals and standards are not changed or compromised, unless you, as the client, determine that it is necessary and the best path forward.

Likewise, you should also not be afraid to ask questions—after all, you are their boss for this project! For digitization, metadata, and transcription projects especially, as the project begins, ask to review some of the initial output to see if it meets the

Request-for-Quotation (RFQ)/Request-for-Proposal (RFP)

- *Depending on project, may be required by law and/or organizational policy*

- *Requestor distributes document outlining: project goals and requirements; information vendor quotes/proposals should include; schedule for RFQ/RFP process*

- *Contractors submit cost, schedule, technical and other information demonstrating how they are the best fit for project*

- *Easier to compare/contrast vendor services*

- *Encourage competitive pricing*

- *RFQs are for smaller and more straightforward projects/ purchases (e.g. purchase of a basic flatbed scanner)*

- *RFPs are for larger and more complex projects (e.g. large-scale newspaper digitization project)*

agreed-upon quality standard. If it does not, provide feedback to your vendor so that it can be corrected. Do quality checks throughout the project too, maintaining a feedback loop that will ensure you get what you hired them for, and that duplicate work will not be required to get there.

Other options

There may come a time when you need or want to work with a vendor but are unable to. Look to local resources and partnerships to help support your projects. If special equipment is needed, does another institution in the area have

equipment you can use at low- or no-cost? Can you work with another institution with similar materials to create a larger, joint project and bring down vendor costs? Consider how you can leverage your project and local resources to get what you need.

While there is no such thing as the perfect vendor, it is possible to have a positive working relationship with one that will allow you to move your digitization program forward. Be purposeful about when you choose to work with a vendor, who you select, and how you manage them and their work.

Individual Member News

Sarah Aisenbrey resigned as Archivist with The Dawes Arboretum in Newark, Ohio in August 2018, and in November 2018 accepted the position of Archivist with the Sisters of the Precious Blood in Dayton.

Amy Brickey is contracting with the Kettering Foundation Archives to help rehouse a large collection that is returning from the Hoover Institution at Stanford University.

Elise Kelly is the new Multimedia Archivist/ Assistant Public Outreach Coordinator for the Greene County Records Center and Archives. Elise is very excited to be back working for the Records Center and Archives.

Institutional Member News

The State Library of Ohio awarded **Cincinnati Museum Center** (CMC) a Library Services and Technology Act Grant (LSTA) totaling $4,999 to complete the cataloging of nearly 3,000 photographs of Cincinnatians who served in World War I. Those portraits were given to the Historical and Philosophical Society of Ohio (HPSO), the predecessor organization to CMC's Cincinnati History Library and Archives, following the United States and Allied Governments War Exposition at Cincinnati's Music Hall in December 1918. Roughly 160,000 visitors flocked to the expo over nine days, viewing, among other things, 6,000 portraits of soldiers from Cincinnati. Following the expo, the photographs were returned to their lenders, with a letter from the expo's executive secretary encouraging people to donate a copy of the photograph to the HPSO.

The State Library recognized the importance of the collection of photographs, both for the city of Cincinnati and for researchers across the United States. It documents the men and women from Cincinnati who answered the call to duty and celebrates the lives of those who were lost. With the LSTA grant, CMC has been able to finish cataloging more than 1,500 remaining portraits, write a finding aid, and create a searchable database that in the near future will be available electronically to researchers, history buffs, and family historians on the Cincinnati History Library and Archives website.

The project is supported in whole or in part by the Institute of Museum and Library Services, granted through the State Library of Ohio.

For more information, please contact:

James DaMico
Curator of Audio-Visual Collections
Cincinnati Museum Center
Cincinnati History Library and Archives

Group portrait of Private Edward Carius, Corporal Fred Carius, and Sergeant Howard Carius. SC77, Box 5, Folder 11.

Pvt. Carlton Bowen, Killed in Action, France. SC77, Box 3, Folder 52.

The National Afro-American Museum and Cultural Center received a second grant from the National Endowment for the Humanities for collections preservation:

The National Endowment for the Humanities (NEH) announces that the National Afro-American Museum and Cultural Center (NAAMCC) is awarded $6,000 through their Preservation Assistance Grants for Smaller Institutions Program. NAAMCC is among only 58 national institutions awarded a total of $342,247 for 2019. The grant is being used to preserve the recently acquired Lillian Bartok doll collection. Consisting of over 800 dolls, the collection was bequeathed to NAAMCC in 2017. Ms. Bartok, a nationally known Black doll collector and expert, was a long-time supporter of NAAMCC's efforts to be a major depository of Black dolls and NAAMCC's endeavors to educate the public about their historical and cultural significance.

Goodyear Charles Healy Portrait

Dr. Charles Wash, NAAMCC director, is pleased to receive the award of a second grant. "It's gratifying to know that NEH recognizes the significance of our collections and is a partner in making sure our collections are cared for and accessible to researchers and the public." In December 2017, NAAMCC received a $6,000 NEH Preservation Assistance Grant to preserve three collections:

• The Anna Arnold Hedgeman Collection – Anna Hedgeman was a civil rights activist, educator, and politician. Hedgeman was one of the three lead organizers of the 1963 March on Washington.

• The Alex Haley Collection – Alex Haley is most famous for his family history novel Roots, however he was a prolific author and journalist.

• The James H. McGee Collection – James McGee was an alumnus of both Wilberforce and Ohio State Universities and was the first African American mayor of Dayton, Ohio.

The goal of the NEH Preservation Assistance Grants for Smaller Institutions is to improve their ability to preserve and care for their humanities collections, including special collections, decorative and fine arts, textiles, archaeological and ethnographic artifacts, furniture, and historical objects. "From cutting-edge digital projects to the painstaking practice of traditional scholarly research, these new NEH grants represent the humanities at its most vital and creative," said NEH Chairman Jon Parrish Peede. "These projects will shed new light on age-old questions, safeguard our cultural heritage, and expand educational opportunities in classrooms nationwide."

For more information on the NAAMCC collections, email Linda Collins, collections manager, or call 800.752.2603 ext. 2124.

Archival Services of University Libraries at The University of Akron recently received a Library Services and Technology Act (LSTA) grant in the amount of $4,999. The grant will fund necessary conservation work on the department's three-quarter-length portrait of Charles Goodyear by noted American portrait artist G.P.A. Healy. The painting is significant because it is one of the most prominent portraits of the discoverer of vulcanization and one of the few paintings executed on a rubber canvas. Conservation treatment will include repairing damage to the portrait, providing support for the rubber panel, and surface cleaning the painting so it can be exhibited and shared with the public once again. All work will be performed by the Intermuseum Conservation Association (ICA) in Cleveland, Ohio.

Archival Services also recently completed two grant projects. The first, an Ohio Historical Records Advisory Board (OHRAB) Grant, included processing and preserving the papers of Opie Evans (1906-2000), an African-American photographer, reporter, publisher, and businessman from Akron, Ohio. The Opie Evans Papers consist of correspondence, newspapers, publications, and audio-visual materials including hundreds of photographic prints, negatives, and slides that document the life and work of Mr. Evans and the history of the African-American community in Akron from the 1940s through the 1990s.

Archival Services, in partnership with the university's Design & Development Services, Stan Hywet Hall & Gardens, and numerous community partners, also recently finished an Ohio Humanities Council Media Grant by completing the documentary film Lost Voices of the Great War: Summit County in the First World War. The documentary recounts the story of Summit County residents' experiences at home and overseas during the "Great War" by combining context-setting narration and expert interview excerpts to effectively weave together select period accounts. The visuals combine 100-year-old film footage, photographs, images, and documents from numerous Summit County archives, libraries, and museums with dramatic re-enactment footage,

period music, and sound effects which serves to breathe new life into "lost" local history. The documentary premiered on Western Reserve Public Media (PBS 45/49 and Fusion) and Hudson Community Television (HCTV) last November. Catalogued copies of the DVD are available for circulation through several regional libraries, including The University of Akron Libraries and the Akron-Summit County Public Library. The film is also available for viewing on YouTube.

Xavier University Library will be recognized by Credo Reference and Case Western Reserve University's Kelvin Smith Library as their 2018 First Year Experience (FYE) Innovation Award winning library at the Association of College & Research Libraries (ACRL) National Conference in April 2019. The library was recognized for developing a 3-credit First-Year Seminar, in which students researched and analyzed Xavier's history using primary sources from University Archives, as well as the launch of an annual research award for first-year students. The course, created and team-taught by Anne Ryckbost, University Archivist, Alison Morgan, Assistant Director, and Anne Davies, Head of Access Services, encouraged students

2018 CORE-100 FYS Exploring Xavier's History class

to employ a multidisciplinary approach in examining ethical issues in the University's history. It also focused on developing the students' information literacy skills, with an emphasis on primary source literacy. The students conducted archival research projects on topics such as coeducation and the influence of World War I on Xavier, and presented their findings in a digital exhibit. The course was the first first-year seminar to be team-taught and the first course taught on University history.

Connect with SOA

Get the latest news about SOA and the archivist profession in Ohio! Join us on the SOA Listserv, Facebook group, and LinkedIn group.

Flickr: *www.flickr.com/photos/ohioarchivists*
Pinterest: *www.pinterest.com/ohioarchivists/*
SOA website: *www.ohioarchivists.org/*
Twitter: *twitter.com/ohioarchivists*