MAC Newsletter

Midwest Archives Conference

Preserving the Documents of the Past and Making Them Accessible to the Future!

MAC's 2018 Annual Meeting: "Blurring Boundaries, Crossing Lines" Chicago, Illinois, March 21–24, 2018

As you read this, MAC's 2018 Annual Meeting in Chicago has just passed. We hope that you were able to join us in the Windy City! Look for the Annual Meeting recap in the July issue of the *MAC Newsletter*.

2018 Fall Symposium

Join us in Iowa's first capital city and a UNESCO City of Literature for MAC's 2018 Fall Symposium, "Teaching with Archives and Rare Books." It will be held at the University of Iowa, but not on the same weekend as a Hawkeyes' home game! Dates, registration rates, and other information will be available in the July issue of the *MAC Newsletter*.

THE UNIVERSITY OF IOWA

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Iowa City, Iowa 52242-1420
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April 2018

After eight years away, it was great to be back in Chicago with colleagues from MAC last month! Although I am writing this in early February, I am confident that the meeting was a success on all fronts. Many thanks to the Program and Local Arrangements Committees and their leadership for all their planning and hard work, and congratulations to those recognized during the awards portion of our Members' Meeting.

The conclusion of the Annual Meeting inevitably brings transition to our leadership, and I wish to express my gratitude to outgoing vice president, Erik Moore; treasurer, Joel Thoreson; Council member, Michelle Sweetser; Education Committee cochair, Marcella Huggard; and Public Information officer, Mary Wallace. Professional colleagues such as these, over time, become friends, and their contributions will leave a positive impact on MAC upon which we can continue to build. Thank you all.

One of MAC's strengths is helping colleagues connect, particularly those "lone arrangers" whose professional settings may prevent them from finding the support they need in their daily work. I hope that one particular half-day workshop at Chicago, "Strategic Planning for Small Archival Programs," was helpful to those who need such support. For those unable to attend and who would have benefited from this and other sessions, though, MAC is here throughout the year, both online and in person.

Over the past dozen years, the Fall Symposium, for example, has featured expert presenters and hands-on experience addressing a range of topics. A task group led by Vice President Moore has been evaluating the symposium format, considering other approaches that may benefit our members in new ways. While this fall's meeting is set (see the vice president's column in this issue for details), the door is open to new ideas for fall 2019 and beyond. One possibility is to conduct a facilitated professional development retreat, but other program ideas are being floated as well. Helping to inform us are the results of last year's survey of MAC's membership. Data from the survey will be posted to the website this spring, with accompanying analysis to follow at a later date.

Speaking of our website, midwestarchives.org is getting a new look this spring, with an attractively updated interface and expanded content, most notably the *MAC Newsletter.* Last fall, Council agreed to lift the members-only wall that has sealed it from the public. Soon, anyone who wishes to access it may do so. We can share this resource with colleagues who are not directly involved with the profession, and it may even help demystify for others what we do.

The arrival of spring in the Midwest unfortunately brings with it the risk of tornadoes, floods, and other natural disasters. May 1 has been designated "MayDay," a time to take action to better protect our holdings. I was 12 years old in 1968 when an F5 tornado devastated my hometown, Charles City, Iowa. The local newspaper the day after the storm featured an unforgettable photo of Helen Webster, the city clerk, on the second floor of city hall, retrieving records from her office. The exterior wall had been torn open, making her office visible from the street below, and the floor was sagging dangerously. Mrs. Webster became my first archives hero.

Your voice matters. Please know that we are here to listen and to respond. You will find MAC leadership's contact information near the back of this issue, and we always look forward to receiving your input on any matter that concerns our profession.

David F. McCartney

President, Midwest Archives Conference

Vice President's Column:
MAC Meetings and Symposia Update

By Erik Moore, University of Minnesota

For many in MAC, the role of AMC Source, MAC's meeting and membership management service, is somewhat of a mystery. I'd like to lessen that mystery in my last column as vice president.

Gregory Brooks, Debbie Nolan, and the rest of the crew at AMC Source work closely with MAC leadership to ensure timely and seamless assistance during our membership renewal and meeting planning. For the latter, there simply would be no meetings without their services. Contract negotiations for hotel rooms, AV, and food and beverages are beyond the skill set of most archivists, and we should be quick to recognize the expertise that professional services offer. This has never been more evident than in our planning for Chicago.

Many of you will remember that our conference hotel was not the original venue. Shortly before Thanksgiving last year, MAC learned that the hotel we originally secured would be under major renovation and would not be able to host our meeting. To its credit, the hotel immediately identified alternative venues that would honor elements of our contract; however, the hotel believed this would be enough of a compensation for our burden. Our contract with the hotel stated otherwise. AMC Source went to the mat for MAC to make sure we received full restitution including a cash settlement to offset unanticipated expenses associated with the change in locations. No individual in MAC's leadership would have had the ability to hold the hotel accountable, but AMC Source did.

MAC's meetings are expensive, not because they are lavish, but because the service industry is multifaceted and complex. Likewise, MAC's finances are generally good, but cannot absorb a major blow such as a meeting cancellation would entail. AMC Source had MAC's interests in mind every step of the way. For their work, I am especially grateful.

Speaking of Chicago, my thanks to the Chicago Local Arrangements Committee headed by Andrea Bainbridge, DePaul University; Andy Steadham, Rotary International; and Hathaway Hester, National Association of REALTORS®, along with the support of the Chicago Area Archivists. Thank you also to our cochairs of the Program Committee, Daria Labinsky, National Archives at St. Louis; and Eira Tansey, University of Cincinnati, and all the PC members for preparing a fantastic slate of sessions and speakers.

2018 Fall Symposium, Iowa City, Iowa, October 12 & 13

Join us in Iowa's first capital city and a UNESCO City of Literature for MAC's 2018 Fall Symposium. Our topic will focus on archival and special collections instruction, lesson planning, and metrics. Lindsay Moen, University of Iowa, is leading our Symposium Organizing Committee. More information about hotel options and registration rates will be available on the MAC website.

2019 Annual Meeting, Detroit, Michigan, dates to be determined

Last visited in 1975, Detroit is ready for MAC's return in 2019! Our Local Arrangements Committee cochairs, Rebecca Bizonet and Brian Wilson, are looking forward to serving as our hosts in the Motor City. The meeting location and dates will soon be available on the MAC website. Also, keep an eye out for an upcoming call for proposals to participate in the meeting program. In the meantime, start making a list of all the things you'll want to do in this iconic American city.

This column wraps up my 10 years of continuous service to MAC beginning in 2008 as website administrator, moving on to Nominating Committee then Council, and finishing as vice president. It has been an amazing and meaningful experience that has shaped me as a professional in ways I cannot enumerate. Thank you to all who have shared your experiences with me along the way and for putting your confidence in me.

Between-Meeting Council Actions

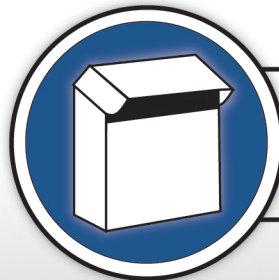On November 15, 2017, Council unanimously approved the minutes for the 2017 fall Council meeting. All members voted.

Springboarding a Presentation into *Archival Issues*

By Alexandra A. A. Orchard, CA, Archival Issues *Editorial Board Chair, Wayne State University*

Don't close that MAC presentation or poster file on your computer just yet! Instead, turn it into an article and submit it to *Archival Issues.* Transforming your work from a presentation or a poster into an article is not as difficult as it may seem at first; the hard part is that initial creation.

If you did not present at MAC, consider changing a presentation you created for another conference, workshop, or even a class into an article. You could even write the article first and then turn it into a presentation! There are lots of options. And *Archival Issues'* Editorial Board is here to help. After you submit your article, if it is accepted, one of our board members will work with you to polish your article.

If you have any questions about article ideas, transitioning your presentation or poster into an article, or submissions, please contact me, Alexandra A. A. Orchard, *Archival Issues* Editorial Board chair, at alexandra@wayne.edu. As a reminder, we encourage contributions from both new and experienced authors.

News from the Midwest

INDIANA

Indiana State Library

The Indiana State Library Rare Books and Manuscripts Division recently acquired *The Indianapolis Times* photograph morgue, comprising over 150,000 photographs, dating from 1939 to 1965. Also included are thousands of clippings and brochures relating to international, national, state, and local topics. *The Times* exposed the Ku Klux Klan and its

influence on Indiana state politics during the 1920s, resulting in journalism's highest award, the Pulitzer Prize. It advocated for children's needs during the Great Depression and helped over 4,000 Indiana residents find jobs by publishing free advertisements during the 1960s. The newspaper ran its final issue on October 11, 1965. Daily circulation totaled 89,374 with a Sunday circulation of 101,000. For more information, please contact Bethany Fiechter, Rare Books and Manuscripts supervisor, at bfiechter@ library.in.gov or 317-234-8621.

Indiana University Bloomington

Indiana University Bloomington Libraries Department of Teaching and Learning, Lilly Library, and University Archives are the recipients of a $38,460 grant from the IU Office of the Bicentennial to support IUL's Primary Sources Immersion Program (PSIP) through 2020. In August 2017, PSIP introduced instructors to new possibilities for integrating primary sources and special collections into their courses. This inaugural three-day workshop, which incorporated 12 campus repositories, was funded by the IUB Libraries' Jay Information Literacy endowment. Faculty representing a broad range of disciplines partnered with one or more repositories to rework their syllabi to incorporate primary sources. Feedback from participants was overwhelmingly positive, with calls to continue and expand the program. Meg Meiman, head of IUL Department of Teaching and Learning, and Dina Kellams, director of Indiana University Archives, led the program.

For further information, contact Dina Kellams at dmkellam@indiana.edu.

University of Southern Indiana

Check out this year's Arch Madness at the University of Southern Indiana. Last year, the University Archives and Special Collections (UASC) at the David L. Rice Library decided to get in on the sports spectacular known as March Madness, only with a twist: Arch Madness. The archives selected four items from each of the collection areas, Regional, University, Special, and Communal, and invited students, faculty, staff, and the public to vote on the coolest artifact. After over 1,700 votes were cast, the winner was an alchemy book printed in 1603 by Paracelsus, a fifteenth-century German philosopher. This March 2018, Special and Communal collections took on the USI Art Collection and the Lawrence Library. Be sure to check out the results on the David L. Rice Library Facebook page and Twitter, or follow us on AmUSIngArtifacts at https://amusingartifacts.org.

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IOWA

Iowa State University Special Collections and University Archives

Iowa State University Special Collections and University Archives (SCUA) new exhibition *"Do[ing] Their Bit:" Iowa's Role in the Great War* is open through June 2018. This exhibition commemorates the 100th anniversary of US involvement in World War I and highlights how Iowa's people and institutions helped to further the cause of victory. Featuring photographs, war artifacts and documents, posters, and letters, the exhibition focuses on the work of Iowa State's Student Army Training Corps, faculty, students, and alumni who fought and served in France; the groundbreaking Black Officers Training Camp at Fort Des Moines;

the role of Iowans who served in noncombat roles; the impact of influenza on the people of Ames and the war effort; and the push to build the Memorial Union to honor Iowa State's Gold Star soldiers. SCUA's next exhibition on farm protests in Iowa and the surrounding region opens this July.

KENTUCKY

Filson Historical Society

The Filson Historical Society is pleased to announce its latest exhibits: *What's Old Is New at The Filson: Recent Acquisitions to the Collection* and *The Evolution of Camp Zachary Taylor. What's Old Is New* runs January 26–March 16. For the first time, a selection of recent acquisitions will be the focus of an exhibit. *The Evolution of Camp Zachary Taylor* runs January 26–July 27 and features images, documents, maps, and artifacts illustrating the history of Camp Zachary Taylor, Louisville's WWI cantonment.

Coming up in April, *Through a Soldier's Lens: Jack Speed's WWI Photography* opens and runs through July 27. Louisvillian John "Jack" Speed was an officer in the 150th Field Artillery. His unit served on the Western Front. Speed was not only a soldier, but also an amateur photographer. This exhibit features Speed's images of war, exploring the experiences of one Kentuckian afield during global conflict. For more information visit http://filsonhistorical.org/exhibits.

Northern Kentucky University

Northern Kentucky University is celebrating its 50th anniversary this year! Governor Louis B. Nunn signed

IOWA STATE A.&M. COLLEGE
U.S. ARMY TRAINING DETACHMENT.
AMES, IOWA.   SEPT. 18, 1918.
—No 3—

Third Iowa State College Training Detachment

legislation on March 14, 1968, to establish its predecessor Northern Kentucky State College. Special Collections and University Archives provided photographs for the university website at https://www.nku.edu/50.html, created an anniversary exhibit, and will be sharing snippets of university history illustrated by photographs throughout the year on Facebook, https://www.facebook.com/SteelyLibrary. The department is also excited to share that local African American inventor and WWI veteran Frederick McKinley Jones is one of five honored in the *Visionary Veterans* exhibit at the National Inventors Hall of Fame, Alexandria, Virginia. The exhibit opened last November and runs through September 2018, http://www.connectionnewspapers.com/news/2017/nov/30/visionary-veterans-honored-alexandria. Our collection MS-20 Theodore H. H. Harris Local History Research Papers includes background materials on Jones that researchers used to develop this exhibit.
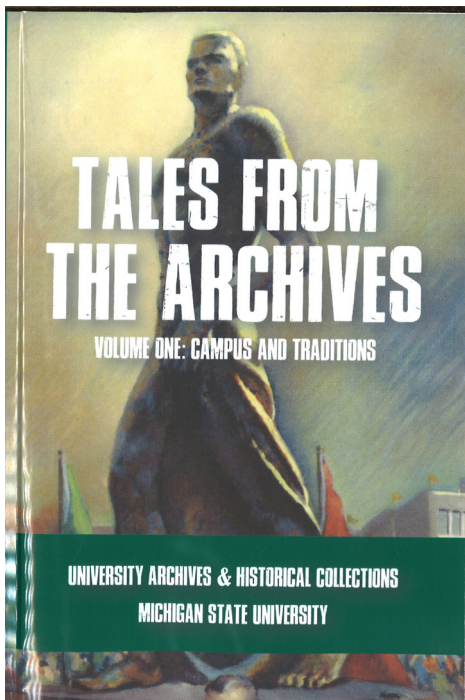
MICHIGAN

Michigan State University Archives & Historical Collections

The Michigan State University Archives and Historical Collections will be hosting the following SAA workshops this spring: "Arranging and Describing Photographs" [A&D] on April 30, 2018; "Arrangement and Description of Audiovisual Materials" [A&D] on May 1, 2018; and "Tool Integration: From Pre-SIP to DIP" [DAS] on June 1, 2018. All of the workshops run from 9 a.m. to 5 p.m. and will be held on the MSU campus in East Lansing, Michigan. Please visit the SAA website to register. If you have any questions for the MSU Archives staff, please contact us at archives@msu.edu or 517-355-2330.

The University Archives is proud to announce a new publication about MSU's campus and traditions, entitled *Tales from the Archives.* This collection of 39 historical tales from the MSU Archives is illustrated with over 100 beautiful images and chronicles the humble origins of the nation's pioneer land-grant university. Vivid storytelling, detailed research, and fascinating imagery bring to life little-known and forgotten tales. The archivists at Michigan State share their favorite stories from 160 years of historical collections. The 172-page volume is the first book published by the MSU Archives. The book can be ordered online at http://shop.msu.edu/product_p/arc-04.htm or by calling the archives at 517-355-2330. The cost of the softcover book is $25.

NEBRASKA

University of Nebraska, Omaha

UNO Libraries' Archives and Special Collections (https://www.unomaha.edu/criss-library/archives-and-special-collections/index.php) is sharing over 220 interviews conducted from 1974 to 2007 as part of the new project Omaha Stories: Oral Histories of Omaha, Nebraska. The audio and video recordings of conversations with people from Omaha will be available online alongside biographical sketches of each interviewee and detailed interview descriptions using the Oral History Metadata Synchronizer (OHMS). The oral history interviews in Omaha Stories will showcase the experiences of many Omahans, including Native Americans discussing traditional songs and dances, boarding schools and education, health care, and the occupation of Wounded Knee; European immigrants who moved to Nebraska before and after World War II; veterans of the Vietnam War; UNO alumni, faculty, and administrators; and other Nebraskans. The initiative is part of UNO Libraries' strategic priority to cultivate, share, and preserve digital resources and scholarship. Omaha Stories is funded by Humanities Nebraska (HN) and the Nebraska Cultural Endowment.

UNO Libraries is one of the first round of recipients of the LYRASIS Catalyst Fund. The $5,550 grant will support Mobile Digitization for Rural Community Archives. The pilot project includes a mobile digitization lab and maker space concept. A new program hosted by LYRASIS, the Catalyst Fund is intended to provide funding for member institutions

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to help "incubate new ideas and test creative approaches to advance [institution] objectives."

The American Indian Digital History Project (AIDHP) has launched with a run of *Akwesasne Notes* (1969–1987). The AIDHP is a partnership of the History Department, Native American studies, and Archives and Special Collections at the University of Nebraska at Omaha. As other universities and institutions elect to join, the AIDHP aspires to grow internationally. The AIDHP offers training, support, and assistance to any participating institution. The AIDHP also accepts donations of archival materials for digitization and inclusion in the cooperative. Visit www.aidhp.com to learn more.

OHIO

Xavier University Archives

Xavier University Archives (Cincinnati, Ohio) recently opened *Behind the Names: Bishop Fenwick and Xavier University's Louisiana Students, 1840–1854,* an exhibit curated by XU student Cormac Cashner and University Archives librarian Anne Ryckbost. The exhibit, based on the work of Dr. C. Walker Gollar and a team of students, explores the identities of students from Louisiana who attended Xavier from 1840 to 1854. On average, these students represented over 30 percent of the school's boarding population each year, and many came from slaveholding families. The group presented their research to the campus at a forum in October, and Dr. Gollar created an accompanying website.

SOUTH DAKOTA

The South Dakota State Historical Society Archives recently received a collection of Vietnam War–era photographs, numerous letters, and a journal written by Webster soldier Sgt. James C. Walton Jr. The bulk of the collection consists of letters sent by Walton to his parents while he served in the United States Air Force during the Vietnam War. He was stationed in Vietnam from June 1969 to June 1970. Walton was a senior security policeman, law enforcement in the 3rd Security Police Squadron at Bien Hoa Air Base in Vietnam. The correspondence and other items donated by Walton reflect his service while stationed at Lackland Air Force Base, Maxwell Air Force Base, Bien Hoa Air Base, and Lowry Air Force Base. He served in the United States Air Force from 1967 to 1971. The collection also includes a daily journal written by Walton while he served in Vietnam.

WISCONSIN

University of Wisconsin Madison

Over the last year or so, the UW–Madison's Oral History Program (OHP) partnered with the Society of American Foresters (SAF) to create a unique and interesting oral history. At the 2016 SAF Convention in Madison, the planners organized conference sessions devoted to diversity and inclusion in the forestry profession. Along with panel discussions, research papers, and talks, the planning committee collected oral histories from foresters about their own experiences pertaining to diversity and inclusion. Founded in 1900, the SAF—now a thriving community of 11,000+ members—continues to combine science, social awareness, and evolving best practices to secure forest health. In this 25-interview collection (https://www.library.wisc.edu/archives/exhibits/society-of-american-foresters-oral-history-program-collaboration), speakers discuss the cultural aspects of professional forestry. The OHP wants to publicly thank the SAF, particularly Mike Dockry, for collaborating to add these rich interviews to the collection.

Sgt. Walton is shown during convoy security while stationed in Vietnam in 1969. (Photo courtesy South Dakota State Historical Society-Archives)

Archival Resources on the Web

Assistant Editor: Jolie Braun, Ohio State University. Contact Jolie at braun.338@osu.edu
if you would like to guest author a column or have a good idea to share.

Podcast Resources for Archivists

By Dana Gerber-Margie, Editor, Bello Collective

Millions of Americans have traded music for podcasts to fill in the daily commute, chores, and long walks. Unlike broadcast radio, podcasts offer listeners a wide variety of on-demand programming from exquisite storytelling, to three friends chatting about movies, to in-depth social critique, to educational histories of a region, and so much more. Podcasts are also revered for being an exceptionally accessible medium for potential creators, as producers, agents, or gatekeepers are not required. The most obscure of subjects find audiences and the most marginalized of voices are heard. Listening will only grow; according to Edison Research's *The Infinite Dial 2017* report, monthly listeners of podcasts are growing from 21 to 24 percent each year.

The archival community has been touched by podcasts too. The University of Iowa's *Historically Yours* (https://blog.lib.uiowa.edu/speccoll/category/historically-yours-podcast) asks what we can learn about history from one letter. Newly debuted *Archivists' Alley* (http://archivistsalley.com) discusses media preservation issues and elevates the less represented folks in our profession. *The Wisdom Project* (http://nunncenter.org/wisdomproject) takes recorded oral histories from the Louie B. Nunn Center for Oral History and crafts them into a narrative arch. *Library Bytegeist* (https://soundcloud.com/librarybytegeist) unites audio stories from New York City–based archives, museums, and libraries.

These shows only scratch the surface of the podcast landscape, a landscape that you are welcome to join—the accessibility to the medium applies to you and your archival institution too. The following includes resources devoted to creating a podcast and suggestions on how to become involved with podcasts without creating one.

Tools, Equipment, and Software

Technical questions are often the first and most-asked by nascent podcast creators, but no one solution, microphone, or studio setup will ensure your podcast is successful. Depending on your institution's or manager's backing, you might be eager to pick up the cheaper microphone and start, or you might invest in a high-end microphone with a dedicated computer. If you are part of a campus or if your public library invested in a media lab, you might look into renting studio time.

You will need the following items to produce a podcast: a hosting site such as Libsyn or Podbean where the RSS feed will live, a quiet place to record, a recording device, editing software, and a computer for editing. Colleen Theisen's article about creating *Historically Yours* outlines the equipment and hosting service her institution chose here https://academicarchivist.wordpress.com/2017/07/12/historically-yours-a-love-letter-to-manuscripts-as-a-podcast-from-the-archives.

Most notably, Theisen was able to use a Zoom H4N recorder that had been acquired for oral histories, found a hosting deal that included statistics (to track and report to administrators), and downloaded the open source free software Audacity. With those low-cost solutions in hand, the biggest challenge she faced was finding a dedicated quiet recording space.

Pat Flynn, of the very popular *Smart Passive Income* podcast and blog, has a set of videos dedicated to the technical side of creating a podcast at https://www.youtube.com/playlist?list=PLzJ1r4EGn-enCMU1kPstXd7e1SjI3jP_O. Transom (https://transom.org), a center that began as a dedicated space for teaching techniques to budding public radio reporters, today includes crafting independent podcasts. Browse the extensive, free, and unendingly helpful archives of Transom for recommended equipment basics, techniques for good radio, and thoughtful essays on production.

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Production

It is important to understand that producing a podcast from idea to pretty published file takes a lot of work. It will require staff time and energy to develop an interesting concept, flesh out multiple episodes, book guests, conduct interviews or recordings, organize that work, edit the episode (including removing all the "ums" and breath intakes), publish, and publicize. The better you plan, the better your product will be.

Theisen's article guides readers through the iterative creative process that led to her brilliant idea. The core of the podcast—which poses the question, "What can you learn from just one letter?"—cleverly grounds the show's path, which draws from an inexhaustible amount of source material in the archives and does not require an element of timeliness, so that Theisen was able to record and edit a whole season of episodes, release them regularly, and then leave the publication and marketing for the second phase.

When in the conception phase, think deeply about your institution's history, mission, and vision. Consider what you want to convey. What type of podcast would best fit your staff time, interests, and strengths? Do you need an ongoing podcast, or can you produce one stand-alone series, like the British Museum's *The History of the World in 100 Objects* (http://www.bbc.co.uk/ahistoryoftheworld/about/british-museum-objects)?

Format varies considerably across podcasts, so you have the freedom to choose your style: storytelling/narrative, interview, investigative journalism, roundtable or panel (including the podcast stereotype of two people chatting in their basement), recorded lectures, or even audio drama. The podcast landscape is very full; think about what would make your institution stand out.

Once you have an idea, you need to execute. Amanda McLoughlin, an independent podcaster, has written multiple articles navigating the issues that come with creation: financial tracking, workflows, sponsorships, how to work creatively on a team, and lessons she's learned doing this without professional producers, editors, or marketers (https://bellocollective.com/@shessomickey).

Radio Rookies, a show produced by WNYC that highlights teens' radio stories, has created a DIY Toolkit that includes a beautiful comic book, videos, and tip sheets, with information about story planning and interviewing basics at https://www.wnyc.org/shows/rookies/DIYToolkit.

Working with Podcast Creators

As you can see, setting out to make a podcast for outreach is time consuming. It requires technical know-how, audio editing, creativity, project management, and more. On top of the staff time required, your institution's podcast would also have fierce competition for the ears of podcast listeners, as it's a booming medium with a ton of talent. Instead of making a podcast, it may be more feasible to support or participate in one.

Archives appear in podcasts all the time. To create good content, people need to do accurate research. If they are reporting on a historical event or person, archival audio or video content can bring the story to life. Historical audio drama shows like *Bronzeville* shine even brighter when their stories are well researched. *Presidential* features recorded interviews with subject specialists at the Library of Congress, lending credence to the seriousness behind the research. *Slow Burn: A Podcast about Watergate* routinely utilizes archival audio to give listeners a sense of what it was like in the moment. For archives with more niche subject specialties, consider the extremely popular podcast *99% Invisible*, which regularly dives into archives to learn more about the history of architecture and design.

You can let a podcast creator into your archives with open arms in several ways, and the first is to acknowledge that podcasts are professionally done, important cultural work to take seriously—as seriously as you would a news broadcast or a film documentary. Second, if your institution has a specialty or a particular collection that would be of interest to the public, reach out to podcasts that cover that subject. Consider contacting podcast production companies like Gimlet Media, which has published a show about genealogy, *Twice Removed.* You have a story to tell. There are talented producers out there waiting to tell it.

Collecting Podcasts

There's another way to become involved, and that's to collect podcasts. It is an incredibly popular medium and is truly having a cultural impact as a platform for underrepresented, diverse voices. These programs will have enduring significance and scholarly value, and yet the majority of cultural heritage institutions are not collecting them. Furthermore, most podcast producers are not familiar with personal archiving, so their recordings are saved with filenames like "use this one."

Podcasts may seem permanent, but they are not: they live inside iTunes, Stitcher, PocketCasts, and other podcatchers

because of their single RSS feed. The host pays monthly for this single RSS feed. When the producer stops paying for the hosting of the feed, that podcast goes away and only lives locally within the producer's files.

I am happy to report that the Andrew W. Mellon Foundation has given METRO, out of New York City, grant funding of $142,000 for a two-year project. This project, led by myself, Mary Kidd (New York Public Library), and Molly Schwartz (METRO) will be an education and awareness campaign to promote affordable, easy-to-implement archival techniques for podcast preservation by independent producers. We will be producing our own podcast, a zine, and a series of workshops to deliver at podcast conferences around the country. We will take what we have learned from these workshops to archives conferences, continuing to spread the word about collecting and preserving podcasts. We hope you will keep an eye out for *Preserve This Podcast: A Podcast Tutorial and Outreach Project.*

Electronic Currents

Assistant Editor: Joanne Kaczmarek, University of Illinois. Contact Joanne at jkaczmar@illinois.edu if you would like to guest author a column or have a good idea to share.

TOMES: A State Archives Story about E-mail

By Camille Tyndall Watson, Digital Services Section Head, State Archives of North Carolina

TOMES: Transforming Online Mail Using Embedded Semantics (TOMES) is a three-year grant that has partnered the State Archives of North Carolina, the Utah State Archives, and the Kansas State Historical Society to begin investigating and solving the problems presented by archiving e-mail in a state government setting. The project, which began in October 2015 and will be completed in September 2018, has two parts: developing a methodology for implementing the Capstone approach in archiving state government e-mail accounts and developing an open source natural language processing (NLP) tool with dictionaries specific to state government to assist with the processing of large government e-mail accounts.

First Step: Capstone

The project began by setting up a collaboration among the records analysts in the Government Records Section (GRS) of the State Archives of North Carolina with the purpose of identifying state agency personnel positions that could be considered Capstone positions. Capstone is an approach to managing government records developed by the National Archives and Records Administration (NARA) in 2013.[1] Capstone allows government agencies to streamline how they manage e-mail by categorizing and scheduling e-mail at the account level based on the function and/or position of the e-mail account owner.[2] A series of forms developed by NARA was adapted by project team members and state archives records analysts to be distributed to agency chief records officers for the purpose of collecting information about personnel positions. The first form provided information on positions that would be identified as Capstone based on their position in the organizational chart. The second and third forms provided information on positions whose functions would make them likely to contain archival e-mail, regardless of their place in the organizational structure. Information collected included the position title, the names and e-mail addresses of the people who had held the position for the past five years, and, most important, the HR position number. The HR position number is a unique identifier used to automate reports identifying people leaving Capstone positions to facilitate the transfer of those inactive Capstone e-mail accounts. The Office of State Human Resources and Department of Information Technology (DIT) were instrumental in creating these

reports. The e-mail accounts of positions identified as having the Capstone designation will be placed on hold until the accounts can be transferred, allowing DIT to follow the state's five-year retention period for non-Capstone e-mail, as per Governor McCrory's Executive Order 12,[3] while retaining permanently valuable e-mail accounts for transfer to the archives.

Next Step: Building Tools

The TOMES project is also building a natural language-processing tool that will help state government archives address the challenges associated with processing and providing access to e-mail accounts identified as public records. This work includes developing a workflow in Docker that will convert e-mail accounts to EMLs before being run through an adapted instance of DarcMail to convert the EML to EAXS, the XML e-mail schema developed by the State Archives of North Carolina as part of the 2009 grant-funded project, EMCAP. The EAXS preservation file is then run through the TOMES tool to be tagged for Personally Identifiable Information (PII) and other confidential information, as well as named entities. The TOMES tool will also generate a METS file built for describing e-mail accounts. The final Archival Information Package (AIP) for each e-mail account, as currently conceived, will contain

- The original e-mail file (PST, MBOX, EML)
- Untagged EAXS file
- Tagged EAXS file
- METS metadata file
- Statistics on the e-mail account

This is admittedly a large AIP, particularly when dealing with large government e-mail accounts; but as no way currently exists to validate the account between file transformations, a large AIP seems appropriate. This challenge presents an area of research ripe for development in the future.

The TOMES tool is built so that the tables feeding into the tool for tagging and building the METS profile can be easily edited for each state's needs and public records laws. The tool and documentation are still in development, but the code is publicly available for testing and comments on the State Archives of North Carolina's GitHub page.[4]

Once the e-mail account has been through the TOMES tool, it is considered "processed." However, to provide access to the public, the tags will need to be reviewed, so a workflow for iterative processing based on patron requests is in development. This iterative processing approach will allow public access to e-mail accounts over time, while being realistic about the demands on the archivists processing the e-mail. The tagging will allow archivists to identify where PII and confidential information may be found in an account. An elastic search is being developed to allow archivists to search an account based on NLP tagging. After individual messages are reviewed by the archivist, they can be marked as available, restricted, or redacted, and made publicly available accordingly.

Final Step: Successes

By the end of the project, a free, adaptable, and easy-to-use tool for the MPLP processing of large e-mail accounts for mediated access will be available. However, more work is still to be done, and project partners are hoping to do that work with support from a future grant cycle. Most state agencies provided responses to questions about Capstone e-mail accounts. However, the appraisal criteria need to be further defined. Once complete, the refined appraisal criteria will help solidify and clarify those positions designated as Capstone. The final Capstone list will require active, ongoing conversations between agencies and records analysts, as well as ongoing communication as organizational structures change over time.

The TOMES tool as it will be at the end of the current grant will begin to give archivists a great deal of useful information when processing e-mail accounts, but there is more work to be done. The project partners would like to improve the accuracy of the tagging and begin experimenting with machine learning technology to improve the tagging of e-mails and provide public access to them more quickly. Additionally, while the current TOMES tool can identify materials that need to be redacted, building out the redaction functionality of the tool so that redacting can be done more easily is a future goal. The project team would also like to build out an access module that can load up an e-mail account and only provide patrons access to e-mail messages within those accounts that have been redacted and approved for public access.

Future Chapters

Since the TOMES grant began, members of the team have been engaged in conversations around the country regarding e-mail archiving. Conversations have included those sponsored by the NHPRC Email Symposium in Washington, DC, and the Mellon Foundation Email Task Force. Through these conversations, it has become clear that e-mail is a growing concern throughout the archives community and that the tools to come out of TOMES could be of use beyond the state government context. The project team encourages future grants to build on the products of the TOMES project, engaging the academic and corporate archives communities to see how the tools could be adapted for those environments. Additionally, the wider digital preservation community may find the TOMES project of interest as an iterative processing approach is developed to make e-mail available to the public. Expectations are that the approach might change over time as the AIP in the OAIS model will be changing, potentially over the course of several years, as the e-mail account is processed, making it no longer a static, fixed digital object.

The TOMES project has been an exciting and illuminating process to work on through the myriad questions that e-mail archiving presents to the archival profession. TOMES project partners look forward to exploring the new opportunities presented by the project and sharing lessons learned. TOMES documentation can be found on the Council of State Archivists portal for electronic records resources database[5] and reports, resources, and partner contact information can be found on the TOMES project web page.[6]

Notes

1. NARA Records Managers, Email Management, NARA Email Management Requirements, https://www.archives.gov/records-mgmt/email-mgmt.

2. NARA Records Managers, NARA Bulletin 2013—02 "Guidance on a New Approach to Managing Email Records," https://www.archives.gov/records-mgmt/bulletins/2013/2013-02.html.

3. State Library of North Carolina, North Carolina Digital Collections, "McCrory, Pat Executive Order No. 12 Amending the State Email Retention and Archiving Policy," http://digital.ncdcr.gov/cdm/compoundobject/collection/p16062coll5/id/20571/rec/12.

4. State Archives of North Carolina GitHub page, https://github.com/StateArchivesOfNorthCarolina.

Doc Helm: Capturing Nearly 50 Years of Illinois History

By Catheryne Popovitch, Deputy Coordinator, Illinois State Archives

Eddie Winfred "Doc" Helm, 1962

Eddie Winfred Helm was born on June 28, 1911, in Mt. Vernon, Illinois. Growing up, he tried his hand at woodworking and for a time worked with his father at the Mt. Vernon Car Manufacturing Company. He also worked as an assistant at the local pharmacy as a young man. Times being tough in the 1930s, he observed that many people in his community could not afford their prescriptions, and he often took it upon himself to pay for those prescriptions out of his own wages. This is how Eddie Helm came to be known as "Doc" Helm. In 1934, Helm moved to Springfield to work as a janitor for the State of Illinois. He later transferred to the State Library, where he stacked books, filed documents, and later microfilmed documents.

Helm also worked in his spare time as a photographer, providing Springfield with its only African American–owned photographic studio at the time. He became a leading photographer in central Illinois during the mid-twentieth century. Helm was not only interested in documenting the "greats," such as Rosa Parks and Dr. Martin Luther King Jr., but he also endeavored to capture ordinary citizens setting about their daily routines. He provided services for weddings and became the official photographer for St. Paul African Methodist Episcopal Church and a number of fraternal organizations. He took photos at local night clubs, of African American businesses, of doctors and entrepreneurs, and of World War II soldiers home on leave.

His private sector work is featured in a permanent exhibit at the Central Illinois

African American Museum and has been featured in special exhibits at the Illinois State Museum and in *Illinois Heritage* magazine. Helm had a remarkable eye for composition and a great talent for getting a picture in just one shot, earning him the nickname "One-shot Doc." He has been quoted as saying, "If you don't get it right the first time, you're not going to get it the second. It's going to be the same shot."[1] Through his immense talent as a photographer and his community involvement with such organizations as Frontiers International and the Shriners, Doc Helm became a celebrated figure in Springfield and throughout Illinois.

Official Secretary of State Photographer

After 10 years serving in various positions with the state, Doc Helm was named the official secretary of state photographer in 1944. He served in that role until his retirement in 1992. Over the course of nearly half a century, he chronicled state government by photographing politicians, celebrities, government officials, important events, and the day-to-day operations of state government. He left behind a legacy of more than 30,000 photographic negatives, which are housed at the Illinois State Archives.

Doc Helm photographed the Illinois Capitol Building in 1947.

These photos provide a unique visual historical record of politics, government, and entertainment in the Midwest from the mid- to the late twentieth century. Spanning nearly 50 years, the Doc Helm Collection contains such diverse images as Governor Dwight Green addressing a joint session of the state legislature regarding wartime measures during World War II; US Archivist Wayne Grover and Illinois State Archives Director Margaret Cross Norton admiring the archives' card catalog in 1952; the first group photo of the newly created Black Legislative Caucus in 1967 during the height of the civil rights movement; demonstrators conducting a "smoke-in" on the capitol grounds in 1978; and Rosalynn Carter's visit to Springfield in 1980.

Included in the Doc Helm Collection are pictures of national political figures visiting Illinois, such as Thomas Dewey, Dwight Eisenhower, Richard Nixon, Nelson Rockefeller, Jimmy Carter, Walter Mondale, and Joe Biden. Also included are photos of Illinois political figures, such as Adlai Stevenson II, Chicago mayors Richard J. Daley and Harold Washington, and other state and local elected officials. Notable international figures photographed by Doc Helm include Pope John XXIII, the king of Belgium, and His Holiness from Bulgaria. Celebrities, such as Nat King Cole, Bob Hope, Roy Rogers, and Sammy Davis Jr., are featured in Helm's photos along with athletes Ken Norton, Josh Gibson, and Satchel Paige.

Alongside the celebrated figures and events, Helm photographed thousands of everyday activities and people, including school and scout groups visiting Springfield,

Pope John XXIII and Illinois secretary of state Charles Carpentier, 1962

President Eisenhower visits the Illinois State Fair, 1954.

swearing-in ceremonies, demonstrations in front of the Capitol, activities along Route 66, elected officials visiting locations throughout Illinois, the installation of new bookshelves in the basement of the archives building, holiday displays, and retirement and staff parties. Construction and maintenance of state buildings, groundbreaking ceremonies, and statue dedications are found throughout the collection, as are photos taken at most of the Illinois State Fairs at the time and at the Lincoln Tomb in Springfield.

This collection of photos was most successfully used for the book *The Illinois State House* by James Donelan and Steve Dyer as part of Arcadia's *Images of America* series. Many of Helm's photos have appeared in Illinois Blue Books. The State Architect has also extensively used the collection for architectural history. However, this broad and remarkable collection is generally unknown to the public.

Vice President Nixon's presidential campaign visit to Springfield, 1960

Current State of the Collection

As the depository of public records of Illinois state governmental agencies that possess permanent administrative, legal, or historical research values, the Illinois State Archives gained control over Doc Helm's work after his retirement in 1992. Having been housed in the humidity- and temperature-controlled stacks at the Illinois State Archives, the collection of some 30,000 negatives is in excellent condition. The collection consists of approximately 21,000 4-inch-by-5-inch negatives, 7,000 60mm negatives, 1,400 35mm negatives, 270 35mm color slides, and 100 8-inch-by-10-inch positive prints.

Most of the 4-inch-by-5-inch negatives are stored in envelopes in a metal cabinet, a banker's box, and Hollinger boxes. However, the smaller 60mm and 35mm negatives are still stored in old Kodak boxes with rare sleeve protection. The original envelopes used and written on by Doc Helm still house the 4-inch-by-5-inch negatives. While the information on the envelopes has proven invaluable for identifying the people and events portrayed in the photos, the acidic paper and overstuffed envelopes are far from ideal. Still, fewer than 10 negatives in the entire collection exhibit channeling, and this damage was most likely caused by exposure to high heat and humidity prior to the archives' acquisition of the collection. The few damaged negatives have been separated from the rest of the collection.

During their research in 2009 for the book *The Illinois State House,* authors James Donelan and Steve Dyer transcribed the notes on each of the envelopes, compiling five spreadsheets of information on the photographs. The spreadsheets denote the drawer or box number of each envelope of negatives, the date that each photograph was taken, title or subject of each image as found on the envelope, and some additional comments regarding the individuals, buildings, and events in the photographs. No collection-level finding aid exists for the collection, and very few people outside of the Illinois State Archives know of its existence.

Future of the Collection

The Illinois State Archives has set its sights on making this important collection accessible to the public. Such accessibility would initially involve the scanning of approximately 21,000 4-inch-by-5-inch acetate negatives from the collection. The negatives themselves would first be rehoused into individual, acid-free envelopes and transferred into Hollinger boxes. A collection-level finding aid would be created using the metadata produced with the photographs and made available via the archives' online descriptive inventory. The Illinois State Archives is currently in the planning phase of this project and hopes to be able to scan the negatives and make them available for viewing online. By bringing attention to this collection, the Illinois State Archives wishes to showcase the immense talent of Doc Helm and to connect his public work with his private achievements. Making this collection accessible would improve the public's knowledge of Illinois history and help cement the legacy of Eddie Winfred "Doc" Helm as a pioneer in photography.

Note

1. Sill, Robert. "Doc's Legacy — A Selection of Photographs by Springfield Photographer Eddie Winfred 'Doc' Helm," Illinois State Museum, March 2, 1998, http://www.museum.state.il.us/exhibits/changing/helm/helmbio.html.

5. COSA, "Resource Center," http://www.statearchivists.org/resource-center/resource-library.
6. NC Department of Natural and Cultural Resources, "Transforming Online Mail with Embedded Semantics (TOMES)," https://www.ncdcr.gov/resources/records-management/tomes.

Meet Lisa Geiger, Exhibitions Registration Assistant, the Field Museum

I began my career traveling around the country as a contract archaeologist, doing research and excavation work in support of National Historic Preservation Act (NHPA) compliance. Over eight years, I worked on sites ranging from Mississippian indigenous villages around Cahokia, Illinois, to burgeoning colonial commercial districts in the New York borough of Manhattan.

Archaeological research, excavation, and collection management meant participating in the life cycle of an object as it became an "artifact": discovery, identification, cataloging, and deposition into a repository—hopefully to be consulted in the future. Envisioning history through the material culture record helped me to understand what qualities make artifacts objects of enduring value, and being part of the process brought me an awareness of the human element in redefining everyday items as cultural property worth saving.

Archaeological work also placed me on teams alongside talented and dedicated professionals from diverse disciplines, including material culture specialists, construction engineers, conservators, geologists, project managers,

surveyors, and many others. The need to speak these people's languages and understand their perspectives is a key reason I count "cultural-heritage worker" as part of the information science field.

While archaeological work was exciting and challenging, it sometimes felt like the systematically gathered and synthesized data we generated weren't contributing to future study. Our project site reports and artifact assemblages, meant to serve as official, federally mandated NHPA public records, were often transferred to state or local repositories that did not make their holdings digitally discoverable and imposed barriers to physical access. The difficulty of finding and accessing public archaeological data became more obvious and frustrating during my 2015 graduate work at CUNY's Hunter College, as I gathered comparative site collection data for a survey of changes in early American reproductive health care.

Archival studies offered me a key to understanding how unique types of information, like site reports and artifact data sets, can be effectively organized and made publicly discoverable. A position in Chicago with DePaul University Library's Special Collections and Archives (SPCA) introduced me to archival concepts and content management software with wide applicability to both paper records and artifacts. Through cataloging and reference service, DePaul's SPCA helped me conceptualize content organization geared to the researcher's perspective. The supportive staff encouraged me to pursue an MLIS degree from the University of Illinois at Urbana-Champaign's iSchool to grow a foundation in archival theory while continuing to gain job site experience.

While pursuing this degree, I've found a home at Chicago's Field Museum as part of the Exhibitions Registration team. The registrars act as caretakers for the museum's collections—over 140 million artifacts and specimens—as they move between in-house research divisions and public exhibit spaces. Cataloging and content management software skills are critical in creating and storing digital records of moves, loans, mounting specifications, and case environmental needs, as well as in querying existing collections catalogs for details about exhibit

(Continued from page 17)

items. Experience with artifact handling also helps in transporting objects through exhibit spaces safely and planning display parameters.

Like many information science workers, registrars at the Field often act as translators between disparate parties. Safely moving, storing, and displaying objects ranging from anthropological artifacts to dinosaur fossils requires coordinating with exhibit developers, mount makers, collections staff, conservators, and protection services. My archaeological and archival reference service experiences have been immensely helpful in understanding and sharing different stakeholder needs across the museum's departments. This kind of teamwork was critical in closing the recent *Specimens* temporary exhibit. It will also be key as a team member for the upcoming redevelopment of the museum's prominent dinosaur exhibits, as Sue the *T. rex* moves to a new hall to make way for *Patagotitan mayorum,* the world's largest dinosaur, this spring.

One of the biggest challenges in meshing the needs of multiple departments is standardizing database content. Archival study has familiarized me with a variety of metadata standards and prepared me for challenges like creating interoperability between schemas developed for internal use and popular frameworks like Dublin and

Darwin Core. As a link between exhibit production staff and more research-focused collection managers, the registration team is helping to develop our content management software in a way that will enable it to better mesh collections catalogs, multimedia digital assets, and production workflows.

Working at the Field has been a terrific way to meld my archaeological experience with my archives education. I get to work with diverse material culture and natural history specimens to support the Field's science-based mission, helping to disseminate new discoveries and research to the public. I hope to use this experience in tandem with my iSchool focus on database infrastructure and metadata development to help make existing archaeological assemblages and data sets more discoverable and open to public use.

People and Posts

Heidi Butler, local history specialist at the Capital Area District Libraries, Lansing, Michigan, received the 2017 Dr. L. Robert McConnell Award for Innovation at CADL's annual staff conference in November. The award was given based on Butler's work to take the Local History collections from inaccessible static materials on the library's internal network to a new web service called Local History Online with over 20,000 digitized images and documents and growing. Visit the collections at http://www.cadl.org/lhonline.

Wendy Wasman, librarian and archivist at the Cleveland Museum of Natural History, contributed a chapter to *Librarian as Mentor,* a new publication from Mission Bell Media. The book, edited by Eboni Johnson, assembles stories from 17 librarians on being mentors in the library profession. Wasman's chapter, "Flying Solo: Mentoring as a Museum Librarian," takes a look at the positive aspects of being a mentor to aspiring librarians and archivists. The book is available directly from the publisher (http://www.missionbellmedia.com) and from Amazon.com.

Monica Howell was one of two recipients of the inaugural Provost's Award for Exceptional Contributions in October 2017 at Northwestern Health Sciences University (Bloomington, Minnesota). She received the award in part for her efforts in preserving the university's history and making it accessible through the archives and in university exhibitions.

The Scholarly Resources and Special Collections team at Case Western Reserve University's Kelvin Smith Library has recently hired two new term archivists to address the processing backlog. **Julia Teran,** a graduate of the University of Michigan and Wayne State University, is working in the University Archives. She previously was project archivist for curation at the Bentley Historical Library at the University of Michigan. **Nina Herzog,** a graduate of Wright State University, is working in Special Collections. She previously was a temporary archivist at the Henry R. Winkler Center for the History of the Health Professions in the Donald C. Harrison Health Sciences Library at the University of Cincinnati.

Rosalie Gartner joined Special Collections and University Archives at Iowa State University on November 15, 2017, as the lead processing archivist. Originally from Colorado, she moved to Boston to attend Simmons College, where she earned her MS in library science with a concentration in archives management. After graduation, she worked at Emerson College for several years, doing everything from course instruction to processing to records management.

Rosalie Gartner, lead processing archivist at Iowa State University

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