

## COSA: PREPARING FOR EMERGENCIES

Submitted by Victoria Walch, CA



*Editors note: In observation of this issue's theme, "protecting our resources," we are pleased to shine SSA's spotlight on the Council of State Archivists (CoSA). One of CoSA's five charges in its mission statement is to "develop practical products that address archival priorities identified by the states and territories." Following is information provided by CoSA Executive Director, Vicki Walch, describing an initiative to develop training for state and local governments on how to protect records before, during, and after disasters and other emergencies.*

The Council of State Archivists (CoSA) is a national organization comprising the individuals who serve as directors of the principal archival agencies in each state and territorial government. Under regulations of the National Historical Publications and Records Commission, these individuals also serve as the State Historical Records Coordinators who chair their respective State Historical Records Advisory Boards (SHRABs).

Working collectively through their membership in CoSA, the State Archivists encourage cooperation among the states and SHRABs on matters of mutual interest, define and communicate archival and records concerns at a national level, and work with the National Historical Publications and Records Commission (NHPRC), National Archives (NARA), and other national organizations to ensure that the nation's documentary heritage is preserved and accessible.

CoSA has received \$2.6 million from the Federal Emergency Management Agency (FEMA) for a three-year project (2008-2010). The Intergovernmental Preparedness for Essential Records (IPER) project will develop and deliver training to state and local governments about how to protect records before, during, and after disasters and other emergencies. A special focus of this training will be on those *records that are essential for the resumption of government operations*. These essential records are a critical part of continuity of operations (COOP) planning and response.



### Preparing state-based Instructional Teams through regional institutes

Preparing for records emergencies requires cooperation and coordination among archivists and records managers, chief information officers and technology staff, and emergency and continuity of operations (COOP) managers. Five-person Instructional Teams with representatives from each of these groups, plus local government, will be prepared through train-the-trainer institutes to deliver the IPER training programs.

An IPER institute will be held in each of the ten FEMA regions in order to foster collaborative bonds across state lines and lay the groundwork for mutual aid during future disasters.

*Story continues on page 6*

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## THE SOCIETY OF SOUTHWEST ARCHIVISTS

The Society of Southwest Archivists is a professional organization established to stimulate and make available research in archival administration and records management; promote sound principles and standards for preserving and administering records; foster opportunities for the education and training of archivists, records managers, and custodians of private papers; strengthen relations with others in allied disciplines; and cooperate with organizations and institutions having mutual interests in the preservation and use of our recorded knowledge.

We invite you to join or extend your membership. All memberships run January through December. A membership form is included inside the back page. The form is also available online at: <http://southwestarchivists.org/HTML/Membership.htm>.

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Tim Blevins  
Pikes Peak Library District  
[tblevins@ppld.org](mailto:tblevins@ppld.org)

#### *Vice President / President Elect*

Ann Hodges, CA  
University of Texas at Arlington  
[ann.hodges@uta.edu](mailto:ann.hodges@uta.edu)

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Center for American History, UT Austin  
[smalmros@mail.utexas.edu](mailto:smalmros@mail.utexas.edu)

#### *Treasurer*

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Dumbarton Oaks  
[schaadg@doaks.org](mailto:schaadg@doaks.org)

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Arizona State Archives  
[mimccol@lib.az.us](mailto:mimccol@lib.az.us)

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**SSA WEB SITE:** <http://southwestarchivists.org>

The SSA Web page is maintained by Gina Costello at Louisiana State University.

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## FROM THE EDITORS: SAFE AND SOUND

Deadlines for submissions are:

April 10th  
July 10th  
October 10th  
January 10th

We accept advertising; contact the editors to request current rates.

Employment postings from individual and institutional members are published gratis.

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Some back issues are available online in pdf format; select the Publications link at: <http://southwestarchivists.org>

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We archivists take our responsibility for protecting the records entrusted to our care as seriously as doctors uphold their Hippocratic oath. This issue of *Southwestern Archivist* celebrates that commitment with features that examine the multitude of ways we work to ensure the safety of our collections. The spotlight article shines on CoSA and their initiative to develop disaster preparedness training for archivists and other records custodians across the country. Joe Cathey's article on preserving ancient cuneiforms provides insight into protecting a unique record form (p. 36); the "how-to" feature submitted by Pati Threatt provides practical advice in encapsulating documents for safe-keeping (p. 42); and this issue's special interview is with Mitch Yokelson, Investigative Archivist at the National Archives who is responsible for making sure that stolen documents are safely returned (p. 40). And finally, we are pleased to present updates from several of our member repositories on what they learned from the experience of surviving Hurricanes Katrina and Rita (p. 32).

We also would like to thank all of the members who contributed repository news (p.14-30) to this issue of *Southwestern Archivist*. We hope that this issue finds you and your collections safe and sound!

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We encourage your comments, suggestions, and contributions. News items about repositories in the SSA region and about the professional accomplishments of SSA members, wherever they reside, are especially welcome. Submissions by SSA members from repositories outside the SSA region will be published if space is available.

Please send all submissions to the state liaisons as listed below. Electronic submissions as text in the body of an e-mail is preferred; photographs relating to submissions are desired as well. Please note that submissions may be edited to conform to style conventions and space limitations. Postal mailing addresses for state liaisons are available at: <http://southwestarchivists.org/HTML/Publications.htm>.

**Arizona submissions**

Leslie Calmes  
p: 520.626.5224 f: 520.621.9444  
[calmesl@ccp.library.arizona.edu](mailto:calmesl@ccp.library.arizona.edu)

**Arkansas submissions**

Diane Worrell  
p: 479.575.5330  
[dfworrel@uark.edu](mailto:dfworrel@uark.edu)

**Louisiana submissions**

Carol Bartels  
p: 504.523.4662 f: 504.598.7108  
[carol@hnoc.org](mailto:carol@hnoc.org)

**New Mexico submissions**

Martha Shipman Andrews  
p: 505.646.5028 f: 505-646-7477  
[mandrews@lib.nmsu.edu](mailto:mandrews@lib.nmsu.edu)

**Oklahoma submissions**

Misty D. Smith  
p: 405.744.2837 f: 405.744.7579  
[misty.d.smith@okstate.edu](mailto:misty.d.smith@okstate.edu)

**South Texas submissions**

Amanda Focke  
p: 713.348.2124 f: 214.768.1800  
[afocke@rice.edu](mailto:afocke@rice.edu)

**North Texas submissions**

Ellen Niewyk  
p: 214.768.1859 f: 713.348.6172  
[eniewyk@mail.smu.edu](mailto:eniewyk@mail.smu.edu)

**Leadership Log submissions**

Carol Roark  
p: 214.670.1444 f: 214.670.1437  
[carol.roark@dallaslibrary.org](mailto:carol.roark@dallaslibrary.org)

**Out-of-region submissions**

Kate Blalack  
p: 405.744.6311 f: 405.744.7579  
[kate.blalack@okstate.edu](mailto:kate.blalack@okstate.edu)

**Editors**

Katie Salzman [salzman@txstate.edu](mailto:salzman@txstate.edu)  
Kris Toma [kris.toma@txstate.edu](mailto:kris.toma@txstate.edu)

## FROM THE PRESIDENT

By Tim Blevins, SSA President 2007-2008



The Federal Emergency Management Agency (FEMA) lists seventeen types of disasters: chemical, dam failure, earthquake, fire, flood, hazardous materials, heat, hurricane, landslide, nuclear, terrorism, thunderstorm, tornado, tsunami, volcano, wildfire, and winter storm. Though some of these events are not likely to occur in some geographic areas, it is surprising (at least to me) how vulnerable we all are to many, or most of these events.

Odds are very high that you will experience a serious disaster or two during your lifetime. A lot of the probability depends on where you live: the Gulf States of Louisiana and Texas are clearly vulnerable to hurricanes. Tornadoes, too—during 2006 Louisiana recorded forty and Texas had one hundred fourteen! Societies of Southwest Archivists region-states with a high risk of earthquakes include Arizona, Arkansas and New Mexico. Oklahoma has suffered recent severe winter storms, flooding, tornadoes and wildfires. It's easy to develop a "chicken little" perspective when you look at the statistical data on disasters!

In preparing to write my message about the contents of this issue of *Southwestern Archivist* I figured I should find a good definition of the word "disaster." It's a common word and one that many of us use frequently. "Disaster" has taken on a casual, almost trivial meaning: "Tim's desk is a disaster," can be overheard outside my office any day of the week. (I was originally going to write about organizational styles and the misconceptions about "mess," but Coko (my son's cat) ate my flash drive.)

In checking the *Glossary of Insurance and Financial Services* I was surprised that "disaster" did not appear. Instead, it looks like the insurance industry uses the word "catastrophe," which the Glossary defines as a term used for incidents causing severe insured property losses totaling more than \$25 million.

My over-simplification is that "disasters" occur somewhere every day, where as catastrophes are larger events that are (thankfully) less frequent. Not all disasters become catastrophes. My mind is at ease now. But wait!—I go on to read, "the question is not whether catastrophes will occur, but when, and how frequently they will strike, and the extent of damages they will cause." This, according to *Managing Large-Scale*

*Risks in a New Era of Catastrophes* (Executive Summary, March 2008), sounds a little more eminent to me.

The report continues to state that "while catastrophes are often characterized as low probability/high consequence events," they "are expected to occur with a much higher frequency than in the past." Oh, great!

Evidence of truth in this statement is found in the fact that both during 1985 and 2005 six catastrophic hurricanes hit the U.S., the highest annual totals since counting began in 1949, with 2005 recording the most named Atlantic storms, twenty eight, since record keeping began in 1851 (Insurance Information Institute).

In this issue of *Southwestern Archivist* you will find an update from recipients of the SSA SAA Emergency Disaster Assistance (EDA) Grant Fund. Many of you will remember that the SSA board established this fund in September 2005 to provide assistance to those impacted by hurricanes Katrina and Rita. The Fund continues to assist in the recovery of archival collections affected by other major disasters throughout the U.S. as part of the National Disaster Recovery Fund for Archives that is administered by the Society of American Archivists Foundation.

You will also find an informative overview of the Council of State Archivists' (CoSA) Intergovernmental Preparedness for Essential Records (IPER) project and an introduction to the Pocket Response Plan (PRéP)<sup>TM</sup>, a brilliant template that includes a valuable response checklist for anyone who must take action following a disaster. The Pocket Response Plan is a "must have" for everyone to supplement your disaster response plan.

Additionally, you must read the instructional preservation "How-to" on encapsulation and the interview with Mitch Yokelson, Investigative Archivist at NARA (I'm told he travels with his own special agent to recover stolen documents!).

Finally, it has been my privilege to work with the SSA Executive Board and everyone on the hard-working committees during this past year. These SSA members quietly accomplish so much good work it is impossible for me to list it all here. You all have my grateful "thanks!" for everything that you do for this organization. See y'all in Houston!

## SLOTTO

Don't forget to collect wonderful and unique items for SLOTTO 2008.  
Support your colleagues by supporting SSA scholarships!



## COSA: PREPARING FOR EMERGENCIES . . . *continued*

### **IPER courses: content and delivery**

The IPER curriculum will be based on existing National Archives training with adaptations designed to address the requirements and circumstances of state and local governments. Each state team will develop enhancements to provide specific guidance on their own regulations and information about support services available to their constituents.

The two main IPER courses will each total six hours in length. The webinar versions will be offered in 90-minute segments once per week for four weeks. Assignments to be completed between segments will allow trainees to apply what they are learning directly to their own work. These two courses are offered as a webinar and as a self-directed module via CD or online.

#### **Essential Records**

This 6-hour course will prepare participants to:

- identify an organization's critical business needs and functions;
- analyze and prioritize records in the context of an essential records program, assessing specific risks and identifying protection strategies;
- specify time frames for essential records availability and develop procedures to ensure access to and security of essential records;
- outline an essential records plan; and
- understand applicable federal, state, and local COOP regulations and procedures

#### **Records Emergency Planning and Response**

This 6-hour course will prepare participants to:

- understand the benefits of records emergency planning;
- relate records emergency planning to COOP plans and procedures;
- plan, develop, analyze, and test a Records Emergency Action Plan (REAP);
- assess the damage to records after an emergency and implement a response; and
- identify federal, state, and local resources and the availability of intergovernmental personnel and support to assist when a disaster occurs.

In addition, IPER will create a self-directed Introduction to Records Management course that will be made available on CD or online. State and local employees who are not familiar with basic records management procedures will benefit from this one-to-two hour overview prior to taking the primary IPER courses. It will familiarize them with basic terminology and prepare them to (1) distinguish records from

non-records; (2) identify maintenance strategies related to electronic records and special media; and (3) understand that sound records management procedures for records creation and maintenance are critical for ensuring that records survive disasters.

### **IPER Communication and Resource Center**

The IPER Communication and Resource Center will provide a mechanism for information sharing and discussion that is accessible only to the state-based teams and IPER instructors and staff. In addition, it will have publicly accessible sections to provide state and local government employees nationwide with authoritative advice that supplements what they have learned through the IPER webinars and self-directed training.

### **IPER project components and timeline**

- **July 21-22, 2008:** Needs Assessment Summit in Atlanta, Georgia, for a three-person Leadership Team from each state—one representative each from archives and records management, emergency management/COOP, and the chief information officer's staff.
- **Aug 2008-July 2009:** Webinar development and pilot testing. Curriculum adapted for state and local agencies based on needs assessment process. Online delivery system used for 3-4 pilot tests of each module. Instructor and student manuals developed and published.

States form Instructional Teams with representatives from archives and records management, information technology, and emergency management/COOP—plus a representative of local government. Teams work throughout the year to lay the groundwork for training in each state and for coordinating mutual aid within each region.

- **Aug 2009-May 2010:** Ten Train-the-Trainer Institutes held, one in each FEMA region. IPER funding will support participation by the 5-member Instructional Team from each state, territory, and DC.
- **Beginning Sept 2009:** After completing the Train-the-Trainer Institute, each state-based Instructional Team offers two instructor-led webinars: (1) Essential Records and (2) Records Emergency Planning and Response.
- **Spring 2010:** CDs for the self-directed modules distributed. Online versions of the self-directed training available at the same time. State instructional teams promote their use; other organizations—including local government associations—are encouraged to do the same.

**CoSA's Pocket Response Plan (PReP)<sup>TM</sup>**



In addition to the IPER project, CoSA offers assistance in the form of the Pocket Response Plan (PReP)<sup>TM</sup> — a concise document for recording essential information needed by staff in case of a disaster.

trimmed and folded to credit card size and stored in a Tyvek<sup>TM</sup> envelope that fits easily into a wallet.

On one side is an Emergency Communication Directory, with contact information for staff, first responders, emergency services, utilities, vendors and suppliers, disaster teams, and other essential individuals and agencies.

The other side contains an Emergency Response Checklist: an organized list of those actions that each individual should take in the first 24 to 72 hours following a disaster.

The PReP is meant to complement, not replace, an agency's disaster plan. It ensures that managers and staff have the most essential information with them at all times.

For instructions, templates, and information about ordering PReP envelopes for your institution, please visit: <http://www.statearchivists.org/prepare/framework/prep.htm>.

Every person having a response-related assignment should carry a PReP with them at all times. The PReP is one component of CoSA's Framework for Emergency Preparedness.

The Pocket Response Plan (PReP) is intended to be customized for each institution and individual staff member. It is printed on both sides of a legal-size sheet of paper, then

**For more information about CoSA initiatives, including IPER, please contact:**

Vicki Walch, CoSA Executive Director, at (319) 338-0248

email: [iper@statearchivists.org](mailto:iper@statearchivists.org)

Web site: <http://www.statearchivists.org/index.htm>

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## HOUSTON HOSTS THE 2008 ANNUAL MEETING

By Philip Montgomery, CA

Houston, the site of the annual meeting, has a rich history from its birth as the capital of a fledging republic born out of violent revolution to its place as a leader in the revolution in biosciences and engineering.

It is against this backdrop that Houston will host the SSA's annual meeting at one of the finer hotels in Houston with a lineup of workshops, sessions, tours, and receptions that include a trip through the tunnels of downtown Houston, a tour of the port of Houston, a dinner on the site of an historic battle, and a trip to NASA's Mission Control. Houston has a lot of history to draw upon.

The history of Houston, Texas and the Southwest is well documented in more than 37 archives in the greater Houston area. Those archives cover a wide range of areas, including governments, academics, medicine, law, local and regional history, the Holocaust, the hospitality industry, culinary arts, fine arts, public and private schools, science and engineering, and religion.

Houston began as a dream in the minds of August Allen, his wife Charlotte, and his brother John. It took root after the battle of San Jacinto on April 21, 1836 when the Texan forces under the command of Sam Houston defeated the Mexican troops led by Santa Anna.

"Within weeks of the historic Battle of San Jacinto and some fifteen miles away, the Allens bought a site, drew a city map 'almost without instruments' and planned to sell it to the new Republic of Texas, as a capital," according to Marguerite Johnston in her book *Houston: The Unknown City, 1836-1946*.

The deed was done. The new city, which was mainly dirt, vegetation and imagination, became the capital named after Sam Houston, a close friend of the Allen brothers. The capital of the Republic of Texas soon moved to Austin, and the City of Houston managed to elbow its way onto the map and stay there.



San Jacinto Monument  
Photo by Shelly Kelly

Since those early days, Houston has become known for its part in the exploration of outer space, the advancement of medical science, engineering, a center for oil and gas companies and research, creation of a major international port, its fine and performing arts, and its centers for learning.

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### Houston quick facts

- The Port of Houston ranks first in the United States in international waterborne tonnage handled and second in total cargo tonnage handled. It is the tenth largest port in the world.
- Home to and more than 5,000 energy related firms, Houston is considered by many as the Energy Capital of the world.
- Houston is home to the Texas Medical Center, the largest medical center in the world, with a local economic impact of \$10 billion. More than 52,000 people work within its facilities, which encompass 21 million square feet. Altogether 4.8 million patients visit them each year.
- Houston boasts more than 40 colleges, university and institutions - offering higher education options to suit all interests.
- Houston has more than 500 cultural, visual and performing arts organizations, 90 of which are devoted to multicultural and minority arts and is one of five U.S. cities that offer year-round resident companies in all major performing arts.
- More than 90 languages are spoken throughout the Houston area.
- Houston has a Theater District second only to New York City with its concentration of seats in one geographic area. Located downtown, the 17-block Theater District is home to eight performing arts organizations with more than 12,000 seats. Houston has a unique museum district offering a range of museums, galleries, art and cultural institutions, including the City's major museums.

*Houston quick facts are courtesy of the City of Houston. Retrieved April 8, 2008 from <http://www.houstontx.gov/about/houston/houstonfacts.html>.*



Three of the four Apollo 13 Flight Directors applaud the successful splashdown of the mission while Dr. Robert R. Gilruth, MSC Director, lights up a cigar (upper left).

The flight directors are (from left) Gerry Griffin, Gene Kranz and Glynn Lunney.

(NASA Photo S-70-35144)

*The Manned Spacecraft Center (MSC) became the Johnson Space Center (JSC).*

*From the MOCR (Mission Operations Control Room) Roundup Collection, University of Houston-Clear Lake, Neumann Library.*



## Annual Meeting At-A-Glance

### Wiki

<http://ssa2008houston.wikispaces.com/>

Your source for information about the Annual Meeting!

### Hotel

Doubletree Downtown, 400 Dallas Street Phone: (713)759-0202 Fax: (713) 759-1166  
\$119 per room for single, double, triple or quad occupancy. Find a roommate on the wiki!

### Travel

Driving? See the wiki for help with "catching a ride" to Houston.

Flying? See the wiki for information about shuttle and taxi service from the airport.

### Register Online

<http://southwestarchivists.org/HTML/Meeting.htm>

Late registrations are still accepted. You don't want to miss this Annual Meeting, do you?

### 2008 Annual Meeting Program

[http://southwestarchivists.org/PDF/2008\\_preprogram.pdf](http://southwestarchivists.org/PDF/2008_preprogram.pdf)

Perfect for taking with you to plan your sessions, tours, and exhibit breaks.



## ANNUAL MEETING PLANNER

**Tuesday-Wednesday, May 20-21**

## NARA Pre-conference Workshop

- Electronic Records Management  
Please use the NARA registration form available online at <http://southwestarchivists.org/HTML/Meeting.htm>.

**Wednesday, May 21****Pre-conference Workshops** *Still available!*

- Implementing Minimal Processing  
8:30 a.m. – 12:00 p.m., Kyle Morrow Room  
Fondren Library, Rice University
- Creating and Managing Online Exhibits  
1:00 – 5:00 p.m., 1st floor training room  
Fondren Library, Rice University
- Advanced Oral History Project Management  
1:00 – 5:00 p.m., Kyle Morrow Room  
Fondren Library, Rice University

**Downtown Architectural Tour, 2:00 – 4:00 p.m.**

Put on your walking shoes for this unique and virtually weather-proof walking tour. *Still available!*

**Opening Reception**

- Museum of Fine Arts, Houston, 5:30 – 7:30 p.m.  
Busses will board from the lobby at 5:00 p.m. Those who wish to explore on their own may take the Houston Metro Light Rail.

**Thursday, May 22****Morning Sessions 10 – 11:30 a.m.**

- 1: Like Oil and Archives? Issues in Documenting the Energy Industry
- 2: Capturing the Air Force Health Study (AFHS) on the Use of Agent Orange in Vietnam
- 3: Getting to Know You

**Lunch on own, 11:30 a.m.—1 p.m.**

Enjoy a variety of local restaurants at street level or via the Allen Center tunnel food court.

**Afternoon Sessions 1 – 2:30 p.m.**

- 4: Mirabeau Lamar, the Americas Project and TEI: Using Text Encoding to Bring the Past Alive through Online Documents
- 5: Mining and Minerals: Resources for the Mining History of the Southwest
- 6: Optimizing Outreach: Promoting Collections and Attracting Users

**Repository Tours, 3 – 6 p.m.**

- #1: Woodson Research Center, Fondren Library, Rice University and McGovern Research Center, Houston Academy of Medicine—Texas Medical Center Library (*Transportation provided.*)
- #2: Special Collections Research Center, Robert James Terry Library, Texas Southern University and Special Collections, M.D. Anderson Library, University of Houston. (*Transportation provided.*)
- #3: Houston Metropolitan Research Center, Julia Ideson Building, Houston Public Library, and Harris County Archives. (*Downtown locations, walking tour.*)
- #4: NASA, Historic Mission Control Tour, Johnson Space Center. *Must be U.S. Citizen and provide Drivers License ID in advance and on tour. (This tour is full; transportation provided.)*

**Dinner and Explore Houston on your own.**

See wiki at <http://ssa2008houston.wikispaces.com/> for list of restaurants and informal dining groups.

**Friday, May 23****Continental Breakfast with Exhibitors, 8:30 – 10 a.m.**

Travel the room and have your “Passport” stamped so you can enter Saturday’s drawing. Also, check out the Student posters.

**Morning Sessions, 10 – 11:30 a.m.**

- 7: Introduction to Institutional Repositories: Everything You Ever Wanted to Know but Were Afraid to Ask
- 8: It’s Not Always Humanities: Archivists and the Sciences
- 9: When You Come to the Fork in the Road, Take It: Or, How to Manage Your Career Path

**Lunch on own, 11:30 a.m. — 1 p.m.**

Enjoy a variety of local restaurants at street level or via the Allen Center tunnel food court.

**Afternoon Sessions: 1 – 2:30 p.m.**

- 10: Archiving Born-Digital Records and Manuscripts in University Settings
- 11: SSA Past, Present and Future
- 12: Depositions and Discovery: What Legal Records Can Tell Us

**Exhibitor Break, 2:30 – 3 p.m.**

Continue to meet with exhibitors, fill your “Passport” and enjoy some light snacks.

## THE PDC QUARTERLY REPORT

Mat Darby, CA and Trish Nugent, CA  
Professional Development Co-Chairs

**Afternoon Sessions: 3 – 4:30 p.m.**

- 13: Ownership of Digital Materials in Personal Papers Collections
- 14: Archival Education: Options and Opportunities in Archival Distance Education
- 15: The End of an Era: Appraising the Records of the Space Shuttle Program

**Dinner at the San Jacinto Monument, 5:30 – 9 p.m.**

- Transportation begins at 5:30 p.m.
- Gift shop open 6:30 – 7:00 p.m.
- Movie will show at 8:15 p.m.

**Saturday, May 24****Breakfast Buffet and SSA Annual Business Meeting**

- Breakfast served at 7:30 a.m.
- Business meeting 8 – 9:15 a.m.
- SLOTTO 9:15 – 9:45 a.m.

**Morning Sessions: 10 a.m. – 11:30 a.m.**

- Session 16: The Archivist's Toolkit
- Session 17: CA-Wannabes: a Web 2.0 Lifeline
- Session 18: Partnering to Preserve the Past: A Collaborative Project in Northeast Texas

**Lunch on own, 11:30 a.m. — 1 p.m.**

Enjoy a variety of local restaurants at street level or via the Allen Center tunnel food court.

**Executive Board meeting, 11:45 a.m. – 1:30 p.m.****Saturday Tours** *Still available!*

- Port of Houston Tour, 1:30 – 5 p.m.  
Transportation begins 1:30 p.m. Ship sails 2:30 – 4 p.m.  
*Photo ID required to board vessel.* Max. 40 people.
- Houston Heritage Society Tour, 1:30 – 4 p.m.  
Meet in the Doubletree lobby at 1:30 to walk to Sam Houston Park. Docent led tour of seven historic Houston properties 2 – 4 p.m. Max. 25 people.

*Note: Those departing on Saturday have late checkout at 1 p.m.*



May 21-24, 2008

Houston, Texas

As many of you know, the Professional Development Committee has scheduled three workshops for the annual meeting, “Implementing Minimal Processing,” “Creating and Managing Online Exhibits”, and “Advanced Oral History Project Management,” plus NARA’s “Electronic Records Management” training. Some of you have registered already, but don’t be shy. Space remains in each of these, and the instructors are looking forward to providing you dynamic, engaging presentations on these topics.

If you do attend one or more of the workshops, please take a few moments afterwards to complete an evaluation and tell us what you think. Your feedback will be invaluable to the instructors and will help this committee know if we are meeting your needs. And if you cannot make it to the annual meeting this month, keep in mind that we may offer workshops on similar topics at other times during the year.

In fact, the committee is already looking beyond the annual meeting to schedule some mid-year workshops taught by some of your SSA colleagues and, as usual, working with SAA’s director of education to bring additional workshops to the region. If you are interested in hosting a workshop at your repository, please let us know. And of course, it is not too late to begin thinking about what you would like to see at next year’s meeting in Shreveport.

As always, if you have ideas and suggestions for future offerings, please feel free to contact us.

Mat Darby  
msdarby@mail.utexas.edu

Trish Nugent  
panugent@loyno.edu

Co-chairs, Professional Development Committee

**Call for Submissions**

The August issue of *Southwestern Archivist* will feature news from the annual meeting. Please consider contributing session recaps, pictures, comments, or anything else that strikes your fancy.

Feel free to contact the editors if you have any questions about developing an article.

Deadline for submission is July 10, 2008.

## RECOGNIZING SSA CONTRIBUTORS

By Gerriane Schaad, CA  
Treasurer

### Special Contributions

*The Society gratefully acknowledges the generosity of the following individuals who made gifts of \$100 or more.*

Dr. David L. Chapman, CA – College Station, TX  
Ann E. Hodges, CA – Arlington, TX  
Mitchell E. Lowther – Abilene, TX  
Susan Murrin Pritchett – Fort Worth, TX  
Robert S. and Martha Sloan – Dallas, TX  
John Hollinger, The Hollinger Corporation –  
Fredericksburg, VA  
Metal Edge, Inc. – Commerce, CA

### Scholarship Fund Contributions

*Scholarship gifts are deposited in the Society's Endowment Trust. Interest generated by this fund supports the Sister M. Claude Lane OP Memorial Award, the A. Otis Hebert Jr. Continuing Scholarship, the John Michael Caldwell Student Scholarship, and the Annual Meeting Scholarship. Donations sent with 2008 dues totaled \$1,315.00. Slotto donations and the silent auction from the 2007 Annual Meeting in Oklahoma totaled \$1,517.00.*

Paul B. Beck – LaCrosse, WI  
Tim Blevins – Colorado Springs, CO  
Diane Bird – Santa Fe, NM  
Ellen Kuniyuki Brown, CA – Waco, TX  
Lisa Marie Brown – New Orleans LA  
Tina J. Cates-Ortega – Moriarty, NM  
Kemo Curry – Houston, TX  
Doug Harrison – Baton Rouge, LA  
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Jane Kenamore, CA – Wilmette, IL  
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Kathryn E. Stallard – Georgetown, TX  
Karin Strohbeck – Arlington, TX  
Bruce Turner, CA – Lafayette, LA  
Sheryl B. Vogt, CA – Athens, GA

### Sustaining Members

*This year, 134 members chose to support the Society by paying the \$25 annual sustaining members dues. These contributions make possible the many valuable SSA programs and activities.*

Richard M. Adam – Albuquerque, NM  
Claudia W. Anderson – Austin, TX  
Geraldine Aramanda – Houston, TX  
William Bachman – Euless, TX  
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Amy Ziegler – Colorado Springs, CO

*Thank you for supporting SSA!*

*THE REEDER CHILDREN'S THEATRE PRESENTS . . . AN EXHIBIT*

Submitted by Brenda S. McClurkin, CA



In 1945, artists Dickson and Flora Blanc Reeder founded Reeder School in Fort Worth, Texas, a theatre arts school for children from four to fourteen years of age. The school was a natural outgrowth of the talents and education of both of the Reeders. It operated until 1958, and enjoyed a revival from 1980 through 1986.

Flora Blanc (1916-1995) was born in New York City to a socially prominent family. Her education as a musician and artist included eight years of study at New York's King-Coit School of Acting and Design. Dickson Reeder (1912-1970) was born in Fort Worth. He studied drawing and painting with local artists and with New York's Art Students League. Flora and Dickson met in Paris in 1937 where they were both studying art. They married in New York in December 1937.



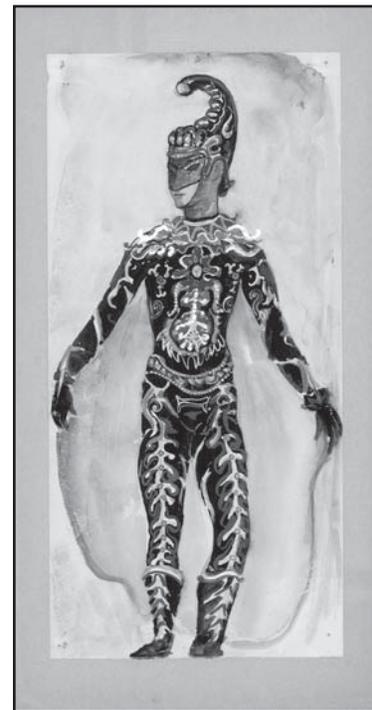
Oberon and friends, *A Midsummer Night's Dream*. Photograph by Lee Angle.

Returning to Fort Worth, Dickson and Flora became part of the Fort Worth Circle, a group of eleven artists. Dickson Reeder assumed leadership of the Fort Worth Circle prior to World War II. The Reeder home became the center of many social gatherings for this close-knit group of friends who became the driving force of Fort Worth's art world.

The Reeder School program was modeled after the King-Coit School in New York City. Each summer the Reeders chose one play to perform the following spring. In the fall, the children read the play and then studied art, music, dance, literature, and history related to it, immersing themselves in the culture of the time. They also learned to interpret the story through painting, pantomime, and dance. This in-depth study made it possible for the students to successfully perform complex works such as Shakespeare's *A Midsummer Night's Dream* and the classical Hindu story *Nala and Damayant*. Reeder School productions were lauded in local newspaper reviews and in national publications such as *Life* and *Glamour* magazines.

While Flora Reeder directed the children in their educational and dramatic efforts, Dickson Reeder provided the artistic leadership. His costume and set designs ranged from quick pencil sketches to vibrant three-dimensional paintings. Dickson primarily worked in pencil, pen and ink, and gouache watercolors on a variety of materials including stationery, paper sacks, and the back side of posters. His artwork provided intricate concepts from which the handmade and hand-painted theater sets, costumes, and headpieces were crafted. Staff and volunteers, including Fort Worth Circle friends, parents of students, and even family members pitched in to help in the workshop.

The exhibit, *The Reeder Children's Theatre Presents...*, walks visitors through the Reeder School experience. Drawing on the extensive Dickson and Flora Reeder Papers and Reeder School Records, the journey begins with the origins of Reeder School and explores the selection, production, and performance of the school's plays. Original hand-painted Reeder School costumes, headpieces, and props colorfully accent original play scripts, musical scores, programs, production notes, photographs, and costume and set design sketches. On view through mid-May, 2008, the exhibit is a collaborative effort between UT Arlington Information Literacy librarian Evelyn Barker, Special Collections manuscript archivist **Brenda McClurkin**, and Exhibit Designer, Erin O'Malley, and Hip Pocket Theater producer and costume designer, Diane Simons.



Dickson Reeder costume design for Oberon, *A Midsummer Night's Dream*.

It beautifully complements the Amon Carter Museum's current exhibition, *Intimate Modernism: The Fort Worth Circle in the 1940s*, which features the work of the Fort Worth art colony including Dickson and Flora Reeder. See the artistry of Dickson and Flora Blanc Reeder firsthand or online at <http://library.uta.edu/exhibits/spco/reeder/>. It will be a visually rich experience long remembered.

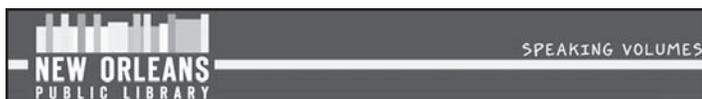
## RECOVERY PLAN UNVEILED

Submitted by Irene Wainwright, CA



## THE INDIAN SENTINEL DIGITIZED

Submitted by Mark G. Thiel, CA



On Tuesday, March 18, New Orleans Public Library revealed its Master Plan, designed to guide the NOPL system through its recovery and rebuilding over a twenty-five year period. In addition to recommending the building of a new system of regional, district, community, neighborhood, and storefront branches throughout the city, the plan recommends the construction of a new, secure, above-ground archival facility for the Louisiana Division/City Archives, to begin as soon as possible in central New Orleans. The target start date for construction of this new facility is 2010. This archival facility is to be the first phase of a completely new Main Library, to be completed by the year 2018.

The New Orleans Public Library is the official archives for the records of New Orleans' municipal government, 1769-present, and also holds the historical records of the Orleans Parish civil and criminal courts. The records, stored for 50 years in the sub-basement of the downtown Main Library, narrowly escaped damage from Hurricane Katrina. The completion of the master plan is the first, critical step toward the permanent safeguarding of these priceless records. A blue-ribbon committee is being formed for site selection and initial planning for the new archival facility.

*New Orleans Public Library Master Plan: Speaking Volumes for the Future*, developed by Meyer, Scherer & Rockcastle (MS&R) Library Architects and Interior Designers, with Library Planning Associates and E. Eean McNaughton Architects, is available on the library's Web site at <http://neworleanspubliclibrary.org>.

Raynor Memorial Libraries' newest digital collection, *The Indian Sentinel*, provides the full run of the magazine from 1902-1962. Marquette's Libraries have housed the archives for the magazine's publisher, the Bureau of Catholic Indian Missions (BCIM), for the past 30 years.

The *Indian Sentinel* magazine was the official publication of the Society for the Preservation of the Faith among Indian Children, a subsidiary fundraising organization to the BCIM that the Bureau had established in 1901. From 1902 to 1962 *The Indian Sentinel* featured articles about Native Americans across the United States and their evangelization by the Catholic Church. First-hand accounts by lifelong missionaries in the field were often illustrated with photographs they had taken. Also featured were articles, essays, and letters by Native Americans, many of whom were students in Catholic schools.



Image from the Marquette news release.

Users of the digital collection, built with CONTENTdm software, may search by keyword, by year, and by state/territory. Users may also browse all issues and conduct advanced keyword searches in selected fields. The ability to search almost 10,000 pages within the 319 issues will not only serve researchers, but will also assist archivists in conducting thorough reference service when working with this major collection. Containing more than 500 cubic feet of records, many other parts of the BCIM collection are integrally tied to *The Indian Sentinel*, including thousands of photographic images submitted for publication. The BCIM photographs formed one of the Libraries' first digital collections.

Questions about this collection may be directed to Matt Blessing, Department of Special Collections and University Archives, (414) 288-5901. To search *The Indian Sentinel*, visit <http://digitalmarquette.cdmhost.com/IS/index.html>.



## ARKANSAS NEWSPAPER RESEARCH MADE EASY

Submitted by Diane Worrell



Researchers seeking newspaper articles about historic Arkansas events and people now have an easier task. Arkansas newspaper indexing has recently been added to Index Arkansas, an online database for publications dealing with Arkansas topics. Sponsored by the special collections department of the University of Arkansas Libraries, the index now contains nearly 30,000 citations from Arkansas statewide and regional newspapers, joining over 60,000 citations from other historical and biographical sources.

Index Arkansas is an important resource for students and scholars, containing a total of 90,913 citations from Arkansas newspapers, periodicals and books. **Tom W. Dillard**, head of the special collections department,



Tom W. Dillard and Index Arkansas staff: (seated) Elizabeth McKee and Andrea Cantrell; (standing) Joan Watkins and Rachel Skoney

says, “The development of Index Arkansas is a transforming event in the study of our state. For so long researchers have labored without a good index to state literature, but now we have one. And, we fully expect to expand it substantially in the years to come.”

The newly available newspaper citations began as records kept in an old-fashioned card file of 40 drawers. The records were carefully computerized and are now easily searchable by author, title, keyword, and subject. Coverage is mostly from the early 1930s through 1985, with scattered entries from the 1830s through the 1920s.

In development for many years, Index Arkansas was initiated by the late Georgia Clark and expanded by Elizabeth McKee and Andrea Cantrell of the University of Arkansas Libraries. Joan Watkins, current manager and senior editor of Index Arkansas, said, “I am profoundly grateful for what they have accomplished. It is rare to find such a level of dedication as shown by these individuals and the University Libraries.”

Index Arkansas is unique. While other states and universities have undertaken similar projects, Index Arkansas stands apart from them because of the large number of publications covered and its availability online. In addition to newspapers, 43 Arkansas periodicals, 30 county history journals and 80 books with historical and biographical content are indexed. Researchers might find citations to newspaper articles ranging from an 1838 article about a Washington County dinner honoring Judge Archibald Yell, to articles from the 1930s about drought in Arkansas during the dust bowl era, and articles concerning the Cuban refugee crisis at Fort Chaffee in the early 1980s.

Dillard says, “Index Arkansas is a new bridge to our heritage. It will help Arkansans discover that, yes, we do have a heritage – and it is worth studying. I hope researchers will make great use of it.” After finding citations to newspaper articles on their topics, researchers can obtain copies of the articles through their local library or its interlibrary loan service. Index Arkansas is available online at <http://arkindex.uark.edu/>. Use of the index is free of charge and available to everyone.

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## UPCOMING PHOTO WORKSHOP

Submitted by Jeanne Gaunce, CA



**Identification, Digitization and Preservation  
of Photographs Workshop  
Oklahoma City, November 13-14-2008**

The Oklahoma Conservation Congress and the Friends of the Oklahoma Historical Society Archives, Inc. are proud to announce that James Reilly of the Image Permanence Institute will be presenting a 2-day workshop on the Preservation of Photographs in Oklahoma City November 13-14, 2008. Other speakers include Chester Cowan, Photographic Archivist for the Oklahoma Historical Society and Bill Welge, Director of the Research Division of the Oklahoma Historical Society.

James Reilly, Director of the Image Permanence Institute at the George Eastman House in Rochester, NY, is the author of *Care and Preservation of Nineteenth Century Photographs*. The Image Permanence Institute is a part of Rochester Institute of Technology. The Institute, along with the International Standards Organization, the National Archives and Records Administration, the Library of Congress, and other institutions test materials and set the standards for the care and preservation of photographs, documents, and ephemera.

Chester Cowen, Photographic Archivist, has been with the Oklahoma Historical Society for over eighteen years. His work with the photograph collection at the Historical Society and expertise with the types of photographs found in Oklahoma and the surrounding areas is extensive. He presents workshops and talks around Oklahoma about the care and preservation of photographs and the types of materials held at the Oklahoma Historical Society.

Bill Welge began his tenure at the Oklahoma Historical Society over 31 years ago microfilming the Cherokee Tribal Records. He is the author of many books and presents talks and workshops around the country about Oklahoma, the Historical Society, and its collections, preservation and a number of other related topics. He teaches the Archives Management and Preservation Classes for the School of Library and Information Studies at the University of Oklahoma. His love for history, archives, and the care of materials comes through in his classes and the mentoring he does with his interns.

We encourage you to save the dates of November 13-14, 2008 and plan to come to Oklahoma City for this exclusive workshop. More information will follow as it becomes available.

## NHPRC GRANT PROVIDES ACCESS

Submitted by Kathy Jones



## MFAH Archives Finding Aids

a project of the Museum of Fine Arts, Houston Archives

When researchers call the Museum of Fine Arts, Houston (MFAH) Archives looking for information on the donation of Memorial Park to the city of Houston – or the Braniff Desk, designed by Houstonian Sally Walsh – or *Eye on Third Ward* high school photography exhibitions – archivists have a new resource to offer. Thirty five finding aids and many more container lists are now available online through the MFAH Web site, with more added monthly.

The Archives is midway through a major archival project funded by a three-year grant from the National Historical Publications and Records Commission (NHPRC). The grant provides funding for the processing of 402 linear feet of institutional records and manuscript collections. But perhaps more importantly, the project also includes creating online finding aids for the newly processed collections as well as OCLC catalog records.

The records of MFAH Director Peter C. Marzio are already available. In addition, education department records and curatorial records, including those of exhibitions, are nearly complete. Manuscript collections processed during the project include the papers of portrait artist Robert Joy, designer Sally Walsh, lawyer E.L. Wehner, and Michael Galbreth and Jack Massing as The Art Guys, all Houstonians of note.

With the increased access to MFAH Archives processed records, it is believed that researcher use of the materials will also increase significantly. Please check out the Web site: <http://www.mfah.org/archives/main.asp?target=holdings&par1=11>.

As the NHPRC project draws to a close in 2009, the work of making MFAH institutional records and manuscript collections available to researchers will continue, much of it resting on the foundation being laid today.

## SLOTTO

Don't forget to collect wonderful and unique items for SLOTTO 2008.

Support your colleagues by supporting SSA scholarships!

## NEW DIRECTOR FOR CENTER FOR CREATIVE PHOTOGRAPHY

Submitted by Leslie Calmes

The University of Arizona Libraries and Center for Creative Photography (CCP) are pleased to announce the selection of Dr. Britt Salvesen, Interim Director for the CCP, as Director and Chief Curator for the Center for Creative Photography effective March 1, 2008. After an extensive search that generated a list of distinguished candidates, Salvesen emerged as the ideal candidate to lead the Center with her unique set of skills and a focus on the archives, significant collections, and research mission of the Center.

John Schaefer and David Knaus, co-chairs of the Center's Board of Fellows and members of the selection committee, recognize Salvesen as part of a new generation in the field. Schaefer notes: "Britt Salvesen is a young, dynamic voice in the field of photography. Her scholarly insights and imagination have secured her reputation as a curator. Britt's vision, leadership skills, and commitment to the Center make her an ideal choice for the position of Director." "Salvesen's strong academic, curatorial, and administrative skills are the ideal complement to lead the Center in its mission of collecting significant archives and advancing the research and study of the history of photography," added Knaus.

Salvesen, who earned a PhD in Art History from the University of Chicago, is the recipient of several distinctions in the field of photography including a Scholarly Residence with the Rockefeller Foundation at the Bellagio Center and a Getty Curatorial Research Fellowship. Salvesen joined the Center as Curator in October 2004. In June 2007, after the departure of Dr. Doug Nickel, Salvesen was appointed Interim Director.

As Curator for the CCP Salvesen curated exhibitions from the Center's collection including *Boxed Sets: Portfolios of the Seventies*; *Human Interest: Photoessays from the Collection*; the major CCP traveling exhibition *Harry Callahan: The Photographer at Work*, accompanied by a catalogue authored by Salvesen; and *Ralph Gibson and Lustrum Press, 1970-1985*. Since assuming the role of Interim Director, Salvesen has successfully overseen the continued digitization of the print collection, has reintroduced the Center's scholarly journal, *The Archive*, and has guided ambitious exhibition programs for the Center's primary gallery at the University of Arizona in Tucson and for its new Norton Photography Gallery at the Phoenix Art Museum.



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## MAUDE REID SCRAPBOOK INDEX

Submitted by Linda K. Gill

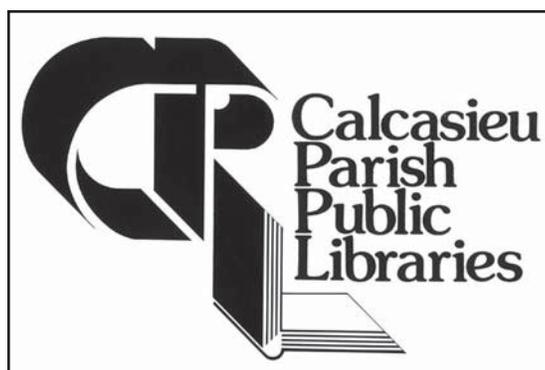


In 1910 a Great Fire destroyed most of the historical documents and records of Lake Charles and Calcasieu Parish that were housed in the city and parish courthouses and the Catholic Church. This loss affected what are now the parishes of Calcasieu, Allen, Beauregard and Jefferson Davis since Lake Charles was then the seat of Imperial Calcasieu Parish. Other historical records have been lost over the years through other disasters and the benign neglect of families.

The Calcasieu Parish Public Library is fortunate to be the donor of thirteen volumes of scrapbooks compiled by Maude Reid over a span of more than 50 years. Maude Reid was born in Lake Charles on October 31, 1882 to David John, Jr. and May (Helm) Reid. As the granddaughter of the early Imperial Calcasieu pioneer and lawman, David John Reid, Maude Reid was acquainted from childhood with other pioneer families and grew up during the period when many first or second generation pioneers were alive. She heard first- and second-hand stories of the early days of Imperial Calcasieu Parish. During her travels as a public health nurse she visited outlying communities in Imperial Calcasieu and established friendships with pioneers in those areas as well. As a friend she was entrusted not only with stories, she was also given original photographs, letters, other memorabilia and artifacts, and was allowed to copy original official records. At some point she began compiling scrapbooks and gave meticulous attention to their structure. Many are devoted to a specific topic of history. As an amateur historian she was meticulous in her transcriptions, citations and documentation. During the Depression she was appointed to submit articles to be included in the WPA Guide to Louisiana.

In 1973 she donated eleven volumes of her scrapbooks to the Lake Charles Public Library. As early as 1970 the library already had a copy of the scrapbook she compiled as "an endeavor to be a memorial covering the activities of our town during the Global War from the first registration, the war maneuvers and through the second World War, 1940 - 53." (*Lake Charles American Press*, page 24, 12/09/1970.) A few years later a librarian was quoted, "It is not just a history of Lake Charles . . . It is the only history of Lake Charles." (*Lake Charles American Press*, page 35, 4/30/1978.)

In the 1980s members of the Southwest Louisiana Genealogical Society indexed the scrapbooks on card cat-



alog cards. For many years this was the only method available for researching specific information from the scrapbooks. For more than three years staff members and volunteers of the Southwest Louisiana Genealogical and Historical Library entered the data from these cards into an in-house database, and are pleased that the Calcasieu Parish Public Library is making this resource available on online.

Microfilmed copies of the scrapbooks are available for viewing at the Southwest Louisiana Genealogical and Historical Library in the Carnegie Memorial Library Building at 411 Pujo Street in Lake Charles. The original scrapbooks are currently housed in the McNeese University Archives on contractual loan.

For information about the Calcasieu Parish Public Library, please visit the Web site: [www.calcasieu.lib.la/southwestlouisianagenealogicalandhistoricalibrary.htm](http://www.calcasieu.lib.la/southwestlouisianagenealogicalandhistoricalibrary.htm).

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## SMU CHOSEN AS SITE OF BUSH PRESIDENTIAL LIBRARY

Press Release



SMU in Dallas has been chosen as the site of the George W. Bush Presidential Library, Museum and Institute. The announcement was made February 22 by the George W. Bush Presidential Foundation.

“The SMU campus, given its beauty and location in an exciting urban setting, is an excellent site for the Library and related facilities,” said President George W. Bush in a letter to SMU President R. Gerald Turner. “SMU has an outstanding reputation and academic environment.... I look forward to the day when both the general public and scholars come and explore the important and challenging issues our nation has faced during my presidency....”

SMU will join the University of Texas at Austin and Texas A&M University in serving as host to presidential libraries – the Lyndon Banes Johnson library at UT, and the George H.W. Bush Presidential Library at A&M.

“It’s a great honor for SMU to be chosen as the site of this tremendous resource for historical research, dialogue and public programs,” said SMU President Turner. “At SMU, these resources will benefit from proximity to our strong academic programs, a tradition of open dialogue, experience hosting world leaders and a central location in a global American city. We thank President Bush for entrusting this important long-term resource to our community, and for the opportunity for SMU to serve the nation in this special way.”

The Presidential Center will be located on the east side of the main SMU campus, adjacent to North Central Expressway (U.S. Highway 75) and SMU Boulevard. The three-part Presidential Center will consist of the presidential library, containing documents and artifacts of the Bush Administration; a museum with permanent and traveling exhibits; and an independent public policy institute. Once constructed, the library and museum will be operated by the Na-



SMU President R. Gerald Turner (seated, left) with former Secretary of Commerce Don Evans, at the signing of agreements between SMU and the George W. Bush Foundation to locate the Bush Library at SMU. Evans was chair of the selection committee. Standing to the left is SMU Board chair Carl Sewell, and to the right is former Ambassador Mark Langdale, president of the Bush Foundation.

tional Archives and Records Administration (NARA).

The George W. Bush Institute will host officials, scholars and others as fellows for research and symposia. The Institute will be operated independently of SMU by the Bush Foundation and will be identified accordingly. Interactions between SMU and the Institute could include joint programming and concurrent appointments, following the usual procedures and criteria for University appointments, if an Institute fellow qualifies to teach at SMU, or if an SMU faculty member wishes to serve as an Institute fellow.

In addition, the agreement between SMU and the Foundation affirms that any relationship between the two will recognize “SMU’s commitment to open inquiry and academic freedom within the University.”

According to the agreement between SMU and the Foundation, SMU was chosen because of its “excellent academic reputation; the University’s presence in Dallas; the strong support of the University’s leaders, alumni and friends for the Library Center facilities being located at the University”; and SMU’s willingness to lease land for the project. SMU was among eight competitors for the Bush Presidential Library project in a process unprecedented in the history of presidential libraries for its depth and inclusiveness. On December 22, 2006, the Library Site Selection Committee announced that it was focusing on SMU for final discussions as the potential site. Since that time Committee members and University representatives have met to work out project details and operating agreements.

Approaching 100-year milestones, SMU was founded in 1911 by what is now The United Methodist Church, and opened in 1915. SMU is nonsectarian in its teaching and committed to academic freedom. The University includes seven schools enrolling nearly 11,000 students.

In the spirit of the Presidential election, the November issue of *Southwestern Archivist* will center on politics. Please consider contributing features, news, or other articles that relate to the theme. Feel free to contact the editors if you have any questions about developing an article. Deadline for submission is October 10, 2008.

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## DRT LIBRARY ADDS JOHN JAMES PAPERS

Press Release



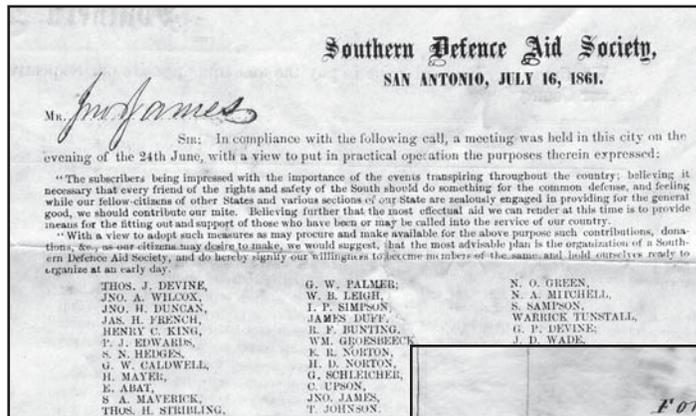
A one-hundred-year chronicle of an important south Texas family has been added to the holdings of the Daughters of the Republic of Texas Library, providing a detailed body of source material on land, law and business. Supplementing the library's already extensive collection of family material, the papers of the John James family have been acquired by the library with the generous assistance of The Summerfield G. Roberts Foundation and The Summerlee Foundation and through a significant bequest made by DRT member Dorothy May Ehlinger Penschorn.

The papers date from the arrival in Texas of John James, who came to San Antonio in the 1830s from the family home in Nova Scotia. Quickly becoming involved in the business of the new Republic, James worked as a surveyor in the vast Bexar land district, platting and recording surveys throughout the region, including the location of several towns west of San Antonio. He also became a landowner himself, acquiring tracts throughout west Texas, including the future location of Fort Davis.

James' oldest son, John Herndon James, graduated from Harvard and established a law practice in San Antonio. He assisted in the management of the family's holdings, assuming much of the responsibility after his father's death. The family business activities continued into the next generation under the guidance of John A. James, also an attorney.

The newly-acquired James papers include correspondence, deeds, surveys and notebooks associated with land holdings in west Texas. Several published and manuscript maps are found in the papers, including an 1854 version of Jacob De Cordova's map of Texas, an early map of Llano County, and manuscript maps of surveys in Kinney, Pecos, and Bandera Counties, among other locations. A selection of books, pamphlets and other printed material and photographs are also part of the papers.

The papers will add to an even larger body of James papers donated to the library by the family in 1987. The new acquisition will be made available for use by researchers upon the completion of processing by library staff.



### Two new ways to receive and share SSA news!

<http://ssaleaders.blogspot.com/>

Have you checked out the SSA Blog yet? The Society of Southwest Archivists' Leadership Blog is a way for SSA Executive Board and Committee Chairs to post news and activities on a regular basis. Subscribe to the RSS feed so you'll know when information is added.

<http://ssarchivists.wikispaces.com/>

The Society of Southwest Archivists Unofficial Wiki is a way for members to post job announcements, educational opportunities, news, general notices, and anything that might be of use to members. Anyone can edit this wiki, so if you have something to say to the SSA, please add it to an existing page or start a discussion. To join in the conversation, just click on "join" to register for a Wikispaces account.

## STAFF CHANGES AT THE DRT LIBRARY ANNOUNCED

Press Release



The Daughters of the Republic of Texas Library Committee announces with regret the departure of **Warren Stricker**, library archivist for the past seventeen years at the DRT Library at the Alamo and with anticipation the appointment of Russell D. James to that position March 5, 2008.

Formerly from Pensacola, Florida, Mr. James is a recent graduate of Louisiana State University, where he earned a master of library science (MLS). He also holds a master's degree in history and is a certified archivist. He has nearly seven years of experience in archives and records management, having previously worked for the State of Louisiana, the University of West Florida, and the public



Warren Stricker



Russell James

library in Columbus, Mississippi. He serves as chair of the Society of American Archivists records management roundtable and was recently elected president of the San Antonio Regional Archivists (SARA). He is a native Coloradoan who enjoys watching baseball games, writing biographical dramas, trap and skeet shooting,

playing the soprano recorder, keeping up with the busy lives of his nieces and nephews, and social networking on the Internet.

Mr. Stricker assumed the post of Director of the Research Center at the Panhandle Plains Museum in Canyon, Texas, on January 7, 2008.

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## ARCHIVISTS REGROUP IN AUSTIN

Submitted by Mat Darby, CA



After several years, Austin and the surrounding area once again have a local archivists organization in the form of the Archivists of Central Texas (ACT). The group hopes to become an active part of the archival community by increasing contact and communication among archivists and those working with records, by providing educational programming, and by promoting archival repositories and activities throughout the area.

Originally founded in 1989 as Austin Archivists Associated (AAA), the group fell dormant about six years ago. Last spring, Laura Saegert, an archivist at the Texas State Library and Archives Commission, who served as AAA president for many years, wisely resurrected the group in anticipation of the Society of American Archivists 2009 annual meeting in Austin.

Now fully revitalized, ACT plans to sustain itself beyond next year with new officers guiding the activities of the organization. Board members include president Mark Lambert (Austin History Center), vice president Jennifer Hecker (Harry Ransom Center), secretary Daniel Alonzo (Austin History Center) and treasurer Mat Darby (Center for American History).

To date, the group has presented two evening programs: a discussion of minimal processing, with archivists Mike Strom (Texas Christian University), and Lauren Kata; and a talk on electronic records delivered by Dr. Pat Galloway of the University of Texas at Austin's School of Information. Other events in the works include tours of local archival repositories and less formal social gatherings for archivists. The group also expects to be involved with mentoring graduate students at the School of Information and with SAA's Local Arrangements Committee for the Austin meeting.

## OKLAHOMA ACQUIRES RECORDS

Submitted by Christina Wolf, CA



The Archives and Special Collections at Oklahoma City University is pleased to announce that the Oklahoma Indian Missionary Conference of the United Methodist Church has selected the archives as its repository. The Conference records complement the holdings of the UMC Oklahoma Conference already in the collections. The Archives Reading Room is located on the fifth floor of the Dulaney-Browne Library. Hours of operation are Mondays through Fridays, 9am to 5pm. For inquiries, please contact Christina Wolf, Archivist, at 405-208-5919 or [cwolf@okcu.edu](mailto:cwolf@okcu.edu).

## RESCUING FAMILY RECORDS: A DISASTER PLANNING GUIDE

Press Release



A new manual, *Rescuing Family Records: A Disaster Planning Guide*, is available from the Council of State Archivists (CoSA). Written by David Carmicheal, the state archivist of Georgia, this manual provides practical guidance to help individuals and families protect their most important legal documents and irreplaceable pieces of family history from loss during a disaster.

“Think of all the paperwork that marks your life’s most important stages: birth certificate, diploma, marriage license and deeds and driver licenses and everything in between. Now, because of Katrina, thousands of critical records are gone.” That’s how Paula Zahn’s CNN.com report described the aftermath of Hurricane Katrina on September 16, 2005.

*Rescuing Family Records* describes the records that protect a family’s finances, health, civil rights, and family history. Some, such as deeds and mortgages, may be obvious to readers, but others, such as leases, proof of intellectual property, and certain tax records, are easily forgotten in the moment of crisis. The manual prompts readers to think through all the records that may help their family survive disaster and return to normal afterwards.

It includes:

- a checklist of records, with space for recording whether and where the record is duplicated;
- various options for duplicating and protecting records, and the pros and cons of each;
- a discussion about why certain records may need to be certified; and
- a brief introduction to caring for historical family records.

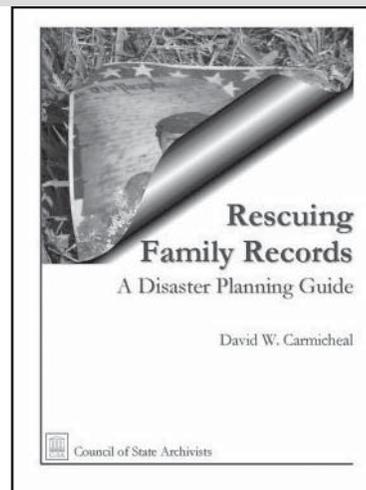
The book’s author, David Carmicheal, is Director of the Georgia Archives and led CoSA’s nationwide effort to better protect essential records after Hurricanes Katrina and

Rita. “As I talked to people who live in hurricane- and tornado-prone areas, they ask me what records their family should protect in the event of a disaster. Their concerns led to this manual.”

Families should think about records in advance of a disaster, according to Rex Wamsley, Director of the National Continuity of Operations Division of FEMA. “Disasters strike the United States every single day,” says Wamsley, “and while the effects of tornadoes or wildfires or floods may not be as widespread as Hurricane Katrina, they can be just as devastating on individuals and families.” According to Wamsley, records are key to protecting yourself during and after a disaster. “Imagine, for example, what happens if you evacuate and find yourself far from home with no medical history or record of medications. The results can be disastrous.”

The 24-page manual is available for \$10, plus \$3 postage and handling, from the Council of State Archivists, [www.StateArchivists.org/prepare/families.htm](http://www.StateArchivists.org/prepare/families.htm). Proceeds will be used to support CoSA’s ongoing Emergency Preparedness Initiative.

The Council of State Archivists is a national organization that works to ensure that our nation’s historical records are valued, preserved, and widely used. To learn more about CoSA’s Emergency Preparedness Initiative and other CoSA projects, visit our website at [www.statearchivists.org/](http://www.statearchivists.org/) or contact Victoria Walch, Executive Director, Council of State Archivists, at (319) 338-0248 or [vwalch@statearchivists.org](mailto:vwalch@statearchivists.org).



### *SOUTHWESTERN ARCHIVIST NEEDS YOU!*

Each quarter, a call for submissions is sent via e-mail to all current members using the e-mail address provided to the treasurer on the membership form. Original articles should be submitted to the Publication’s Committee State Liaisons by the stated deadlines (p. 4). Photographs are highly encouraged and must be submitted in the native image format; images imbedded in Word documents cannot be extracted for publication. For more information about suggested word counts and technical requirements for photographs, please e-mail the editors.

All submissions should be written in a style consistent with inclusion in a professional publication, and in general, should not be written in the first-person. Submissions should include author contact information immediately following the submitted text. Please note that articles may be edited to conform to style conventions and space limitations.

## NATIONAL ARCHIVIST TO SPEAK AT SMU COMMENCEMENT

Press Release



Dr. Allen Weinstein, the noted historian who oversees the nation's presidential libraries, will speak at SMU's 93rd Commencement ceremony Saturday, May 17, at 9:30 a.m. in Moody Coliseum on campus. SMU expects to award nearly 2,000 undergraduate, graduate and professional degrees in the University-wide ceremony.

As Archivist of the United States, Weinstein heads the National Archives and Records Administration (NARA), an independent federal agency that preserves and makes available the permanent records of the federal government. NARA's 38 facilities include the National Archives headquarters in Washington, DC and 13 presidential libraries. The newest addition is the George W. Bush Presidential Library Center to be located on the campus of SMU.

"As SMU prepares to serve as a special resource for presidential research, we will be fortunate to hear from the national expert on what presidential libraries can mean to our understanding of U.S. history," said SMU President R. Gerald Turner. "Our graduates will be the beneficiaries of these historical lessons, and when they become leaders in their own right, they will be further empowered to make informed decisions guiding their future."

In 2005 the U.S. Senate confirmed Weinstein's appointment as the 9th Archivist of the United States. In this capacity, he oversees resources that include nine billion pages of materials. Among them are millions of photographs, maps, and documents; thousands of motion pictures and audio recordings; and millions of electronic records. Every subject related to American history is covered in the records of the National Archives, from documents founding our nation to landmark Supreme Court cases, international treaties, and legislative records.

Weinstein also has been an active contributor helping to shape history. A leader on global democracy issues, he founded in 1984 The Center for Democracy, a non-profit foundation based in Washington, DC, and served as its president until 2002. He has received numerous international

awards for his efforts promoting peace, open dialogue and free elections. In 2003 he was named Senior Advisor on Democratic Institutions at the International Foundation for Election Systems. Earlier in his career he directed research study leading to creation in 1983 of the National Endowment for Democracy, which he served as acting president. He has led election observation delegations in El Salvador, Nicaragua, Panama, the Philippines, and Russia.

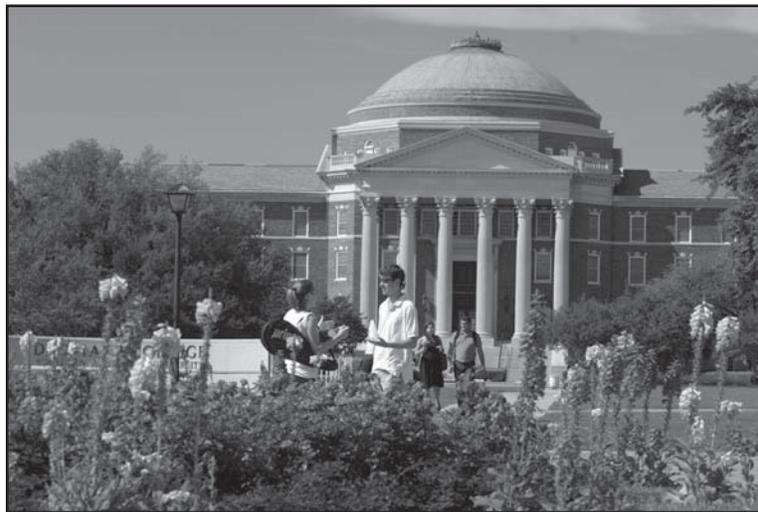
Within the higher education community, Weinstein

was University Professor and Professor of History at Boston University from 1985-89, University Professor at Georgetown University from 1981-1984 and, from 1981 to 1983, served as executive editor of *The Washington Quarterly* at Georgetown's Center for Strategic and International Studies. He previously chaired Smith College's American Studies Program and held visiting

professorships at Brown University, Florida International University, and the George Washington University. Academic awards and fellowships have included two Senior Fulbright Lectureships, an American Council of Learned Societies Fellowship, the Commonwealth Fund Lectureship at the University of London, and a Woodrow Wilson International Center for Scholars Fellowship.

Weinstein's books include *The Story of America*; *The Haunted Wood: Soviet Espionage in America—The Stalin Era*; *Perjury: The Hiss-Chambers Case*, which received several citations, including an American Book Award nomination; *Freedom and Crisis: An American History*; *Prelude to Populism*; and several edited collections. His articles and essays have appeared in numerous publications. Weinstein also has made historical issues accessible to the public by serving as consultant for the History Channel programs, as moderator and producer of PBS programs, and as commentator on CNN, C-SPAN, and other networks.

After Commencement the University's schools and departments will hold degree ceremonies throughout the day.



## HURRICANE RITA BIBLIOGRAPHY NOW AVAILABLE

Submitted by Pati Threatt



McNeese State University's Frazar Memorial Library has created a new resource for scholars interested in Hurricane Rita resources. The Hurricane Rita Bibliography is a webpage listing print and electronic documents pertinent to studying the issues surrounding the catastrophic hurricane and ensuing recovery efforts. The Bibliography covers a wide range of subjects, from environmental science to artistic endeavors.

On the evening of Friday, September 24, 2005 and into the next day, Hurricane Rita ravaged Southwest Louisiana and Southeast Texas and added to the flooding woes in New Orleans. Hurricane Rita, the third Category 5 hurricane of 2005, was a life-changing event for the people, communities, and natural environment of the area.

The Bibliography features resources available at McNeese State University's Frazar Memorial Library or on the Internet and is divided into four sections:

- Books and Other Print Resources
- Journal and Newspaper Articles
- Internet Resources
- Media Resources



Because Hurricane Rita is a rapidly developing field of interest, the Bibliography is a preliminary compilation. As the scholarly community creates more resources, the Library will continue to update the Bibliography. The Bibliography is available from the Library website at <http://library.mcneese.edu/depts/archive/rita.htm>.

For further information, please contact:

Paul Drake  
Frazar Memorial Library  
Box 91445  
McNeese State University  
Lake Charles, LA 70609  
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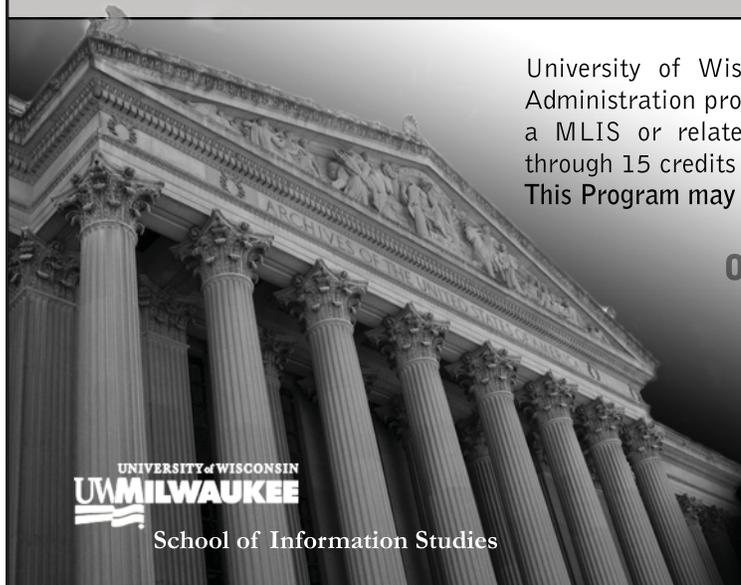
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## RECEPTION HONORS HOUSTON ART COMMUNITY

Submitted by Lorraine A. Stuart, CA

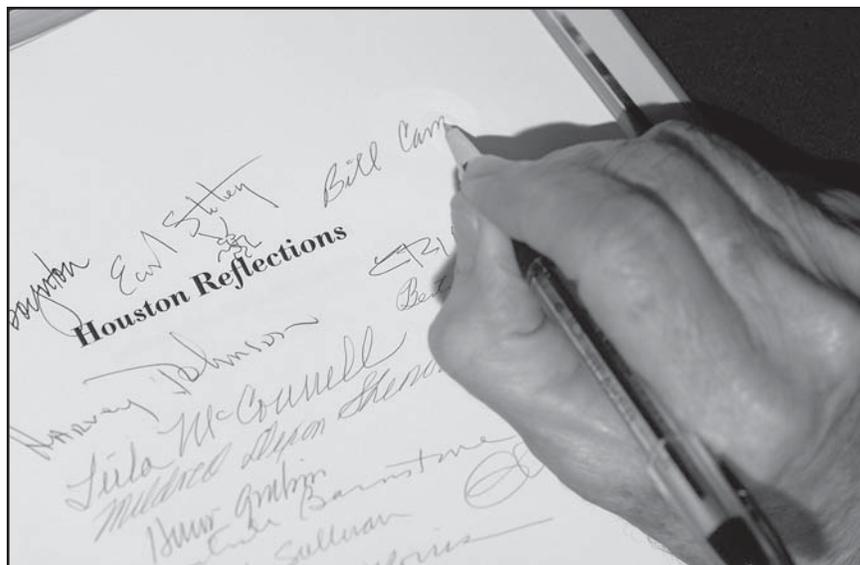


On January 29, 2008, the Museum Of Fine Arts, Houston Archives hosted a reception and book-signing for *Houston Reflections: Art in the City, 1950s, 60s and 70s*. The book, written by Sarah C. Reynolds and published by Rice Digital Press, features narratives from Houston artists and others active in the art community during the mid-twentieth century as the city emerged as a major art center. Approximately three hundred individuals attended the Tuesday evening book-signing event. Twenty-nine of the artists featured in the book were available to sign the publication for guests. Comments were made by the author, MFAH archives director, **Lorraine A. Stuart**, and Charles Henry, President of the Council on Library and Information Resources and publisher at Rice University Press.

Author Sarah C. Reynolds has donated the oral histories and related materials used in the writing of the book to the MFAH Archives. Artists David Adickes, Dorothy Hood, Roy Fridge, Jim Love, Kermit Oliver, Bert Samples, James Surls, and Geoff Winningham are among the more than thirty artists included in the book. A CD containing edited versions of the oral histories comes with the book, which will be available for viewing on-line or for print on-demand. Full versions of the oral histories, photographs, and project records will be available for research at the MFAH Archives. The books may be ordered online at [http://www.sqoop.com/corp\\_libraries/riceUnivPress/houstonReflections.php](http://www.sqoop.com/corp_libraries/riceUnivPress/houstonReflections.php).

Sarah C. Reynolds has been an active member of the Houston arts community since her arrival in the city thir-

ty years ago. In addition to her work as an art consultant, she has curated exhibitions for the Allen Art Center and, in 1996, wrote the text for *Art in Our Time: A Corporate Collection* published by Houston Industries Incorporated. She recently concluded a term as chair of the Houston Municipal Arts Council. Ms. Reynolds is a member of the National



Foundation for Advancement in the Arts. Additionally, she has been a stalwart supporter of the University of Houston's Moores School of Music for eighteen years.

One of the oldest art museum archives in the country, the MFAH's Archives consists of 2,500 linear feed of institutional records and manuscript collections spanning more than 100 years.

## SAN ANTONIO REGIONAL ARCHIVISTS BACK IN ACTION

Submitted by Eva Sankey



After **Warren Stricker** left the Daughters of the Republic of Texas library, the archivists in our regional group—San Antonio Regional Archivists (SARA)—were left leaderless. Approximately 25 people attended the first meeting on April 3, 2008, which was hosted by Amy Canon and the *San Antonio Express-News* Archives. The prior incantation of this group had been informal, but we have now added more structure by instituting officers, committees, bylaws and dues.

The officers elected are Russell James of the Daughters of the Republic of Texas at the Alamo, president; **Amanda DeFlorio** of the City of San Antonio, vice president; **Eva Sankey** of the Sisters of Charity of the Incarnate Word, secretary; and Amy Canon of the San Antonio Express-News, treasurer. The meeting included suggestions for future projects and special events, and we look forward to gathering at SSA in Houston and SAA in San Francisco.

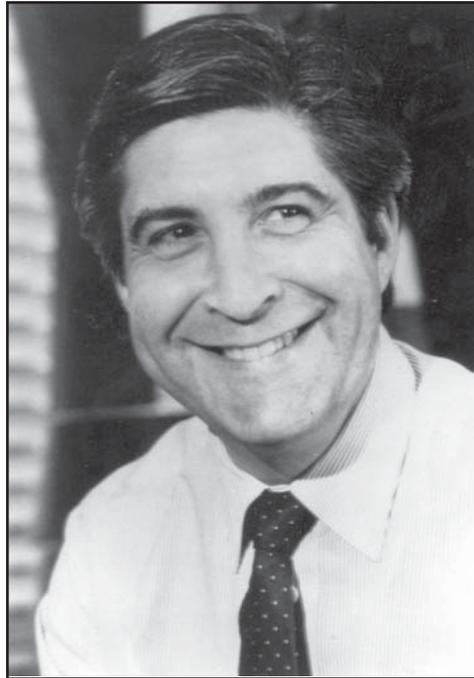
## MICKEY EDWARDS COLLECTION NOW AVAILABLE

Submitted by Erin Sloan, CA



The Carl Albert Center at the University of Oklahoma is pleased to announce the completion of the Mickey Edwards Collection of congressional papers.

Marvin Henry "Mickey" Edwards was born in Cleveland, Ohio on July 12, 1937, and, following a career in journalism and law, served the Oklahoma City area in the U.S. House from 1977 to 1993. He was an advisor to Ronald Reagan's 1980 presidential campaign and president of the American Conservative Union from 1980 to 1984. Edwards was active in Republican Party leadership, serving as a regional whip and chairman of the Republican Research Committee. During his final two terms in office Edwards was chairman of the House Republican Policy Committee, the fourth-highest post in House Republican leadership. He was also one of only four members to serve concurrently on both the Budget and Appropriations Committees, and was the ranking member of the Foreign Operations subcommittee. Mickey Edwards was caught up in the House Bank scandal in 1992 and, though never charged with a crime, the negative attention contributed to his defeat in the primary election that year. Since leaving Congress, Edwards has taught at several prestigious universities and made guest appearances on National Public Radio. He is vice president of the Aspen Institute.



The Carl Albert Center had the good fortune to time the opening of this collection to coincide with a lecture that Mickey Edwards presented on campus for OU's Political Communication Center. Mr. Edwards spent the morning at the Carl Albert Center discussing congressional politics with students of political science and journalism, and then toured the archives to view his collection and an exhibit sampling his papers.

The Edwards Collection has many strong points and should be a valuable addition to the Center's holdings. Edwards was the first Republican to serve his district in fifty years, and an early example of the gradual shift in the state's delegation from Democrat to Republican over the last few decades. His service on important committees and participation in Republican Party leadership give his collection additional prominence. The Edwards Collection runs to 115 cubic feet and covers the entirety of his sixteen years in office. The bulk of the collection is comprised of constituent correspondence, legislative files, and press files and there are also a few dozen photographs and maps. The collection has a detailed folder-level inventory that can be viewed on our Web site at <http://www.ou.edu/special/albertctr/archives/EdwardsInventory/edwards.htm>



Mickey Edwards discusses his career in politics with students who attend the University of Oklahoma.



Mickey Edwards (seated) with Carl Albert Center fellows Curtis Ellis and Walt Wilson.

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## PICKING UP THE PIECES AFTER A DISASTER: STORIES FROM THE STORMS

*In August and September of 2005, the onslaughts of Hurricanes Katrina and Rita served as a wake-up call for the nation. Archivists in the affected region found themselves and their repository disaster plans put to the test, and the entire archival community watched in dismay as something few could prepare for threatened friends, colleagues, and the rich resources of Louisiana, Mississippi, and Texas.*

*With alacrity, SSA established the website, "SSA Cares," a means for archivists to share their experiences, connect with each other, and offer support. And with characteristic generosity, members of SSA led the charge in raising funds to aid in the recovery and stabilization of archives and collections in the region. SSA partnered with SAA to found the SSA/SAA Emergency Disaster Fund. Over 18 repositories received assistance from the fund, and we thought we would check in with them. We asked all of them the same three questions:*

- 1. Please describe the extent of and the circumstances surrounding the damage to your repository and/or collections.*
- 2. How were you able to use the funds from the SSA/SAA Disaster Emergency Assistance?*
- 3. What did you learn from the overall experience; is there anything you would like to share with members of SSA?*

*Below are responses from five affected repositories. We would like to thank each of them for taking the time to share their experiences with us.*



University of New Orleans: Paneling was ripped off the side of the library.

**University of New Orleans**  
New Orleans, Louisiana

Submitted by Florence M. Jumonville, Ph.D.  
Chair, Louisiana and Special Collections Department

### ***Extent and circumstances of damage***

The University of New Orleans is located on the shore of Lake Pontchartrain in the Gentilly section of New Orleans, which was one of the areas most severely impacted by Hurricane Katrina (August 29, 2005); homes in the vicinity drowned in nine to ten feet of polluted floodwaters. Situated on slightly higher ground, the university escaped the worst of it and, in fact, was pressed into emergency service as a drop-off point for evacuees who had been rescued by helicopter from rooftops in the surrounding area. The Earl K. Long Library, located in the center of the campus, did not flood but did suffer extensive damage from wind and rain.

A roof leak that extended across the width of our largest single archival storage area, and the ensuing mold, caused damage to a quantity of document cases. The extent of the damage could not be determined immediately because the Environmental Protection Agency restricted staff access to the library until December 5, 2005, when we were permitted to return to work. Until that date, I had only one opportunity to enter the campus, when I accompanied the Dean and Associate Dean on a fifteen-minute visit. We were required to wear long sleeves, long pants, athletic shoes, and face masks, and to sign release forms. That's when we discovered that the roof leak had dampened the document cases. The purpose of the Long Library's request for emergency funding was to replace those document cases that were moldy and/or damp and, after that, to use any remaining cases to rehouse adjacent materials as a precaution.

### ***Use of funds***

Three collections proved to be most severely affected by the roof leak: the Construction Industry of America (CIA) Collection, consisting of photographs, membership directories, and records of the local chapter of this organization; the Ralph Vinson Collection of Editorial Cartoons, consisting of the original drawings of slightly more than 1,400 cartoons that Vinson produced for the New Orleans States between 1964 and 1971; and addenda to the University Archives, notably records of the UNO Higher Education / Business Council, now known as the Business Alliance of the University of New Orleans. This last collection comes

## AND HOW THE SSA/SAA EMERGENCY FUND HELPED WITH RECOVERY



from an advisory body of leaders from business, industry, government, and education which works with the university in its mission to extend its resources to the greater New Orleans community. The group's efforts focus primarily on fostering partnerships between business and higher education to stimulate economic development. It was estimated that rehousing these collections would require 41 newspaper storage boxes for the oversize cartoons in the Vinson Collection and 58 document boxes for the other two collections. Our grant of \$1,000 enabled us to purchase 50 newspaper boxes and 63 document boxes. A few of each type of box were left over and were scattered, as needed, among other collections as they were rehoused and/or processed.



University of New Orleans: Southwest edge of campus with the flooded Engineering Building on the left.



University of New Orleans: The library, with debris scattered about as a result of the hurricane and evaluation.

### ***What did we learn?***

Goodness, where to start! One thing we learned concerning post-disaster grant funding is that normal grant periods and time frames no longer apply. Perhaps a conservator can treat and return something within six months, but our need involved rehousing. It was unfeasible for a staff that was 1/3 its former size, with fewer student workers (all of them new and untrained), to accomplish this additional work properly. From the day we returned after the hurricane (December 5, 2005), the library was open to patrons, and indeed we quickly had a large backlog of accumulated requests, so we could not devote our time fully to this. On all grant-funded projects, we missed deadlines and needed extensions. I hope that grantors will keep this in mind and allow disaster-stricken institutions a generous time frame.

According to Christopher Cooper and Robert Block in *Disaster: Hurricane Katrina and the Failure of Homeland*

*Security* (Times Books, 2006), “the most important lesson of all to emerge from Hurricane Katrina [is that] when disaster strikes, we are all on our own” (p. 306). Certainly it is true that when the roof is blowing off, the water is rising, and external communication has ceased, there is not much anyone else can do. But, working together, we can get ready. How we fare if there's a “next time” depends on how we now prepare.

- Permanently house your most significant materials in the most secure areas of your building so it's not necessary to move them if disaster threatens; there may be little warning and not enough staff available.
- Don't bother to protect equipment or readily available materials; they can be easily replaced.
- Require staff to obtain off-network email accounts so that you can contact them when the server is down. Include cell-phone numbers in your in-house staff directory, and keep a copy with you. Also, require staff to provide contact information for an out-of-town relative or friend with whom they plan to stay, or who will know their whereabouts, in time of disaster.
- Establish a method for displaced staff to check in.
- Carry proof of authority to pass checkpoints.
- Test your disaster plan by staging mock disaster drills.
- Routinely use flash drives or external drives that you can take with you.
- Scan important documentation (e.g., deeds of gift) and maintain backups off-site or on flash or external drives.

*Story continues on next page*

PICKING UP THE PIECES . . . *continued***Louisiana Division / City Archives**

New Orleans Public Library, New Orleans, Louisiana

Submitted by Irene Wainwright, CA  
Archivist

The Main Library of New Orleans Public Library, located in the Central Business District, escaped flooding and major damage (although the area surrounding the building, not far from the Superdome, was heavily flooded). The City Archives, housed in a sub-basement at the Main Library, were miraculously unharmed. (Microfilmed early 19th-century court records stored in an off-site location were badly damaged, however). A post-Katrina engineering assessment of the Main Library building suggested that our facility survived due partly to good design and partly to sheer luck – the water was only 4 or 5 inches away from entering the building.

Thus, after Katrina, our efforts at NOPL turned toward mitigation of future risk, rather than toward the recovery of damaged materials. One effort to safeguard the records in our care from future harm was a project with the Mormons to digitize the records of New Orleans' two earliest probate courts (1804-1880). These records had been microfilmed years earlier, but the film is substandard by any measure. The originals are housed in our basement storage area. If these originals had been damaged, we would not have had an acceptable microfilm surrogate and some of the city's earliest and most valuable judicial records would have been essentially lost. The digitization project ensures that the information in the records will be preserved from future harm.

The SSA Emergency Assistance Grant provided us with \$2000, which we used to purchase a supply of acid-free folders in which to house the records being digitized by the Mormons. At the time of our request for aid, NOPL's budget (and its staff) had been cut massively, and we would not have been able to bear the cost of these supplies.

Our narrow escape from destruction by Katrina served as a dramatic "wake-up call" to the NOPL hierarchy and to the City about the need to act decisively to protect the records that make up the City Archives. As a result, measurable efforts are finally being taken to relocate the records. NOPL's Master Plan for the recovery and rebuilding of the NOPL system has been completed (see our website at <http://neworleanspubliclibrary.org>) and calls for a new facility to be built for the Loui-

siana Division/City Archives (and, ultimately, for a new Main Library), construction start date targeted for 2010.

I would like to thank SSA for the concern and generosity shown by its membership. The SSA Emergency Grant came to us at a time when we were barely hanging on and trying to do whatever little we could just then to protect our records from future harm. Simply being able to house the records being digitized properly represented a step in the right direction. And we're marching on in that same direction – uphill but forward.

**D. A. Varnado Store Museum**

Franklinton, Washington Parish, LA

Submitted by Terry Seal  
Museum Director

Our historic Museum building, the Varnado Store Museum, suffered wind damage during Hurricane Katrina. The roof was damaged and we did have some leaking. The awning which extends across the entire front of the building was blown off and the sun faded some items in the front windows. The damage to our collection was not extensive but there was some water damage from the roof leakage to items in our storage area.

We appreciated the funds you sent and used them to purchase archival boxes, some with water proof coating. These have been a great help to us in storing textiles and documents.

We have learned that no matter what is done to prepare, a catastrophic storm will bring many unforeseen problems. We are attempting to water proof our collection as much as possible and shield out front windows from the fading rays of the sun. Thank you again for your help and thoughtfulness.

For more information about the SSA SAA Emergency Disaster Assistance Grant, which recently became the National Disaster Fund for Archives, see the November 2007 issue of *Southwestern Archivist* (p.12).

**Acadian Museum**

Erath, Louisiana

Submitted by Warren A. Perrin  
Chairman

The floodwaters have receded. We are continuing to dehumidify the museum building, the old Bank of Erath, which has mainly hollow walls, but some walls had insulation which makes the process more difficult. Professionals assisted us with this effort. We were able to remove and restore about 100 fragile items.

Many of the original maps and photographs sustained humidity damage but they are restored. We lost approximately 2,000 objects, including files, photos, family histories, genealogies, and various structural items which were used to house, store and display museum artifacts.

The museum has reopened. We view this effort as a continuing struggle of the 250-year effort of the Acadians to re-establish a community in Louisiana - now known as the Cajuns. Unfortunately, when the Louisiana Acadians arrived in 1755, they failed to erect a levee system as their ancestors had so successfully done in Acadie. We now know that efforts will be made to obtain funds from the federal government to construct an adequate levee system and hopefully prevent future floods.

Funds were primarily used for stabilizing and restoring the fragile documents and erecting a permanent storage facility. Finally, we purchased humidifiers which are continuing to function.

Without a doubt, the most important thing is to have a storm management plan in place. Also, we have redisplayed our artifacts making sure that they are all at least 2 ½ feet above the floor level.

**Amistad Research Center**

Tulane University, New Orleans, Louisiana

Submitted by Christopher Harter  
Director of Library and Reference Services

Following Hurricane Katrina, standing floodwater entered the offsite processing office and collections storage facility used by the Amistad Research Center, which resulted in the loss of two computers, supplies and processing equipment that were on the ground level.

Funds were used to support activities toward the restoration of the processing office at the offsite facility, as well as support the daily operations at the Amistad Research Center. Restoration of the processing office has been delayed as the Center experienced a 70% staff reduction. The three remaining full-time staff were assisted by volunteer and part-time assistants until July 2007, when two additional full-time staff members were hired. Assistance from the SSA/SAA grant allowed for the purchase of archival storage boxes to replace those lost during the flood, as well as respiration masks that allowed staff to visit the affected area, and emergency response equipment. Purchase of replacement computer equipment has been delayed until the processing area is fully renovated.

The Amistad Research Center feels very fortunate that it did not sustain the amount of damage and loss faced by other area institutions. The reduction in staff and operating capacity allowed the Center to examine its basic business functions and the role of technology in operations, which has resulted in efforts to streamline and maximize effective usage of personnel and resources.

It is an often-heard dictum that preparedness is essential to effectively managing emergency situations. The Center adopted its Disaster Preparedness and Reaction Plan in July 2005, just prior to Hurricane Katrina. This plan provided staff with guidelines for not only preparing for the incoming storm, but for analyzing post-storm needs and procedures. Also, having Center staff on the list of first-responders used by the host institution (Tulane University) and the city of New Orleans was essential in allowing staff to return to the city, assess the prospect of recovery, and to implement its Reaction Plan in a timely manner.

If you would like to help demonstrate SSA's ongoing support of this fund through a donation, you may contribute online with at credit card:  
<https://www.archivists.org/katrina/contribute.asp>.

Thank you!

## STONES THAT SPEAK: PRESERVATION OF ANCIENT TEXTS

By Joseph R. Cathey, Ph.D.

This article is the result of an ongoing process of preserving, translating, and publishing a group of 103 cuneiform tablets in the E. Leslie Carlson Collection housed at A. Webb Roberts Library. This collection was bequeathed to Southwestern Baptist Theological Seminary in the late 1940s. It has been verbally expressed to me that the majority of the tablets were collected in the late 1920's and early 1930s by Dr. Carlson himself on his many trips to the Near East. "Cuneiform" may be defined as "wedged-shaped" strokes on clay tablets which scribes used to communicate and record political, religious, and economic messages as far back as the fourth millennium B.C.E. (Cooper, 1992). Travelers returning from the Near East in the seventeenth century brought back with them exemplars of strange documents written on clay. It wasn't until the decipherment of the script by Rawlinson, Hincks, and Oppert, that the importance of cuneiform tablets began to be considered. (See Walker, 1990, 58-62). Once the importance of the documents became known collectors of oriental artifacts began to seek out examples for their collections. A close parallel are the numerous cuneiform tablets showing up on auction sites such as eBay. Once Iraq fell the availability of cuneiform tablets was increased significantly.

In order to understand the task of preserving cuneiform tablets one must first understand what went into making a standard tablet. Generally speaking a cuneiform tablet measures anywhere from 2 x 2 cm to 30 x 30 cm usually dependent upon why the tablet was written. (See Daniels, 1996, 38). These ancient texts usually began life as a pillowed shaped clay tablet. This "wet" tablet was held by the scribe as he/she inscribed it with a sharpened wooden reed stylus (hence giving the script its distinctive wedged shaped characteristics). (Mieroop, 1999, 10). Subsequent to the inscription the ancient scribe most often fired the tablet if he/she wanted to preserve it (e.g. a religious or political testament). If the scribe did not want to make a permanent record then tablet would be wiped clean. Indeed, there are instances where the scribes used waxed boards to write cuneiform on for items such as economic inventories and other ongoing items. Scholars have recovered very few of these items but enough have been recovered to alert us of their existence. (See Parpola, 1983, 1-4; See also Symington, 1991, 111-112).

Tablets which come into archives today are most likely fired (either purposely as above, or by accident such as being in a conflagration). If the tablet is not fired then the archivist has a great problem for handling an unfired tablet will almost assuredly result in some destruction to the document. The purpose of cuneiform tablets in most archives is for elucidation of the ancient Near Eastern kingdoms in which the material was written. In order for scholars to make use of these tablets then they must be read by a cuneiformist. A scholar trained in reading cuneiform will need to handle or turn the tablet in order to make sure the script is readable. As you can see below *Figure 1* shows the results of an unfired tablet which has begun to deteriorate. If left unchecked the disintegration pictured here will continue until the tablet turns back to dust.

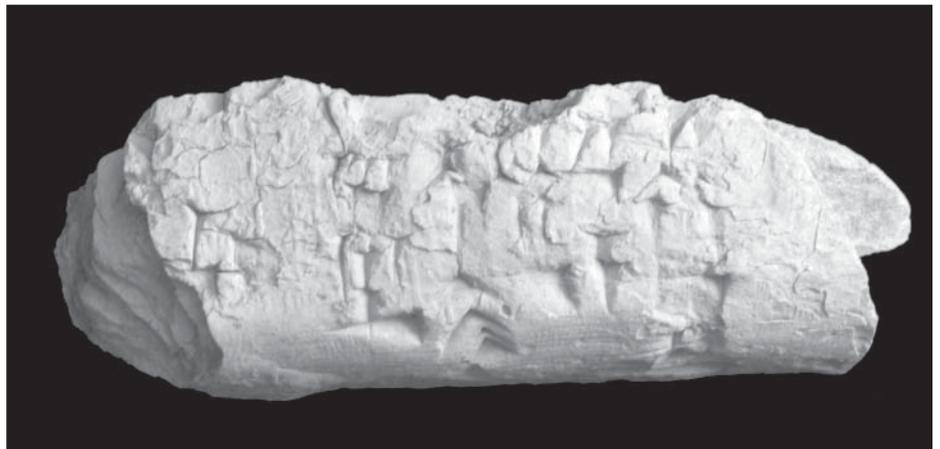
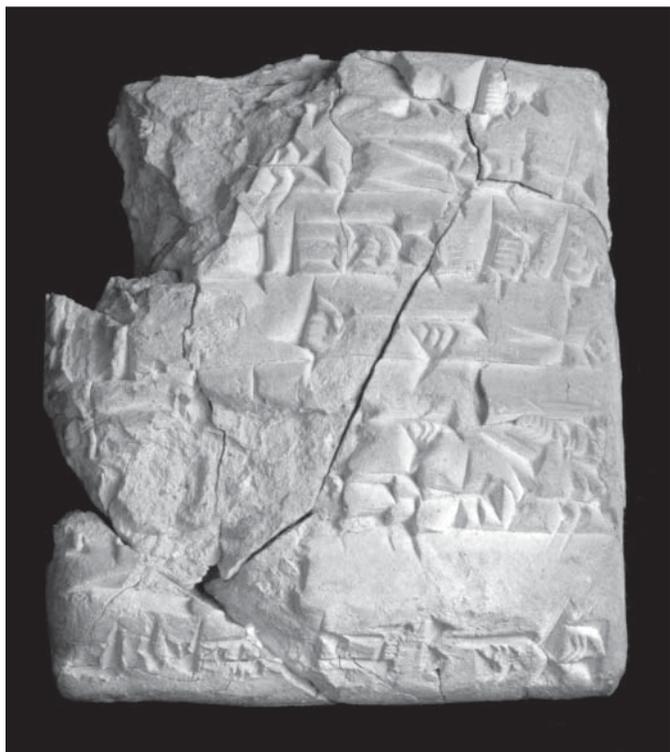


Figure 1: Unfired tablet

Libraries such as the British Museum have tried a variety of practices to halt the erosion and disintegration of their cuneiform collections. One of the best ways to preserve an unfired tablet is to actually fire it in an electric kiln. Unfortunately most archives do not have the staff, space, or resources to provide an adequate firing of cuneiform tablets. The schedule which the British Museum used to fire their tablets consisted of the following temperatures and times. 1. Room temperature to 140°C, at a heating rate of 19°C per hour. 2. Hold at 140°C for 24 hours. 3. 140 to 630°C at a heating rate of 50°C per hour. 4. Hold at 630°C for four hours. 5. Cool to room temperature at 29°C per hour. (Thickett, Odlya, and Ling, 2002, 8-9). Archives which used this method have reported excellent results in protecting their tablets. However, in reality most archivists are left in a somewhat less than ideal position for preservation. If a tablet is not too dam-

aged or is slightly cracked then one may apply resins such as Paraloid B72 or organo-silanes to solidify the text. (See Shashoua, Bradley, and Daniels, 1992, 113-114). An excellent candidate for resin restoration would be *Figure 2* below. Notice that the right side of the tablet is already crumbled and a hairline crack is running from the top right hand corner to the lower left hand corner. A layer of resin such as Paraloid B72 would help solidify this tablet before any more damage was done. It is paramount that before one piece together a cuneiform tablet that a reputable scholar who is capable of reading the text be sought, so that the tablet is put back together in a proper manner. Once a tablet is either fired or restored with different types of resins storage becomes the pressing issue.



*Figure 2: An excellent candidate for restoration*

When I assumed curatorship of the Charles D. Tandy Museum I found the cuneiform tablets of the Carlson Collection to be stored in less than ideal conditions. They were stored in the boxes which they had been placed in years ago resting on swaths of rough cotton. The individual boxes containing the cuneiform were placed in again in a paper storage box. We have taken a bifurcated approach to preserving out collection at this time. First, we have digitally photographed each tablet under ideal conditions. (See Wooley, et. al., and

see also Kumar, et. al.). These digital images have been taken in a variety of positions and are catalogued by tablet number. Second, we have placed each of the individual cuneiform tablets in the standard acid free box. This environment continues to preserve excellent examples such as *Figure 3* below and further halts deterioration of the lesser examples above.



*Figure 3: A well-preserved example of a cuneiform tablet*

Since a number of the tablets are very small we have had to place them in archival box trays and stack the trays on top of each other. We have made a gentle cleaning of the tablets of all cotton and other ancillary material. As standard procedure this collection is now kept in temperature and humidity controlled environment.

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*All photographs appear courtesy of Roberts Library, Southwestern Baptist Theological Seminary. Photographed by Ms. Emily Blaising, Museum Cataloger.*

*A bibliography is included on page 38 for those who wish to read more about preserving these ancient records.*

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Employment postings from individual and institutional members are posted gratis. The next issue of *Southwestern Archivist* will mail the first week of August. Need to get the word out sooner? Post your employment notices on the wiki: <http://ssarchivists.wikispaces.com/Employment>.

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## CONFESSIONS OF AN INVESTIGATIVE ARCHIVIST

An interview with Mitch Yockelson

**Q:** How did you get to be an investigative archivist? Did you need any special training?

**A:** I started my career at the National Archives and Records Administration (NARA) in 1988, and mainly worked as a reference archivist until 2007. In this capacity I consulted with researchers who were primarily interested in records relating to the role of the United States Army in the post-Civil War era. Eventually I became the National Archives World War I subject area specialist and have had the luxury of publishing articles and writing a dissertation on this period of history. My skills as a reference archivist were also utilized by other National Archives offices when it was reported to the agency that Federal records were offered for sale through various dealers and auction houses. I assisted in researching the documents to determine if they belonged to NARA, or should be among its holdings. Before NARA came into existence in 1934, it was the responsibility of each Federal agency to care for its historical records. Sadly, many of the agencies failed to protect their records and now they show up for sale and are bought and sold frequently.

After a number of high profile thefts from the NARA the agency's Office of Inspector General became the main point of contact for investigations. Its staff consisted of law enforcement agents and auditors and none had an archival background. So it was obvious that that an archivist was needed full-time to assist in cases involving potentially stolen documents. The position was advertised as a temporary detail and I came over with the intention of only staying for a year. Within six months of the detail the office recognized that I was a natural fit and the job became permanent. Since coming on board I have received mostly on the job training, but in the near future I will take classes on interviewing techniques and computer investigations. The latter is especially important since stolen documents often end up for sale on the internet and because this form of media is so vast, learning various search techniques is a vital part of the job.

**Q:** How many investigations do you conduct a year, and what kinds of cases?

**A:** The Office of the Inspector General receives tips about potentially stolen documents from other either concerned citizens or other National Archives staff almost on a weekly basis. My first course of action is to determine if the document was created by the Federal Government and if it belongs in the National Archives. If the answer is yes to both questions then I will launch an investigation that can take either a week or a few months to complete. This depends on the type of document and if it contains file marking that provide clues of its provenance. If it is proven that the document was taken from the National Archives, my office launches a criminal investigation. If the document fits the description of similar records held by the National Archives, but there is no proof that it was stolen, the case is referred to our legal office for replevin consideration.

**Q:** What is the most intriguing case you have worked on?

**A:** Recently I was contacted by a dealer who was hired to appraise a small collection of Civil War era documents that were found in a house vacated after the owner died. The owner was the widow of a convicted document thief and the appraiser has concerns that the collection was purposely hidden from the authorities when he was arrested. Sadly, most of the documents among the collection have signatures clipped and in some cases are fragments and retain little intrinsic or historical value. Because of the condition of the documents the investigation may take longer than usual to conclude and make a clear determination if any of the documents belong to NARA.

**Q:** Have you ever been concerned for your own safety during an investigation?

**A:** When I go on an investigation to either a private home or place of business, I am never alone. My Archival Recovery Team (ART) partner, Kelly Malta gliati, is a Special Agent and well trained in the use of firearms. She always carries her weapon on all investigations. So if the situation were to become desperate, and luckily this has not occurred yet, she would react in the appropriate manner and I would take cover and attempt to stay out of harms way.

**Q:** **What advice do you have for ways to better protect archival collections from theft?**

**A:** There is no obvious answer since it depends of the size of the repository. But one way is to have cameras strategically placed in the research room and require staff members to examine the monitors and also walk in the research room and observe the patrons. This will certainly act as a deterrent to anyone contemplating theft. When a patron leaves the research room, examine all belongings: particularly photocopies scanners and laptop computers as it is very easy to hide documents in equipment or between photocopied pages. It also very important to keep paperwork on all records provided to patrons for research as long as possible. In the event that documents are reported missing from a collection, you can trace who used them at various times and it may not become known until many years after the theft. Lastly, a repository should reach out to the public for assistance when it is known that documents are missing. There is no advantage in hiding such information. I have found that researchers who frequent the National Archives are very concerned about its holdings and are willing to help in recovery. With that said, if any of the newsletter readers would like to contact the National Archives Officer of Inspector General regarding documents they see for sale or held by another repository and look suspicious, they can contact us at [MissingDocuments@nara.gov](mailto:MissingDocuments@nara.gov) or call 800-786-2551.

**Q:** **What actor would play you in a heist movie?**

**A:** Definitely Dustin Hoffman. I have been told more than once that I resemble him.

Mitch Yockelson is an Investigative Archivist at NARA's Office of the Inspector General. He works full-time investigating cases of stolen documents from NARA and believes that his job is unique, as no other archival repository devotes a full-time position to this endeavor.



Mitch published his first book, *Borrowed Soldiers: Americans Under British Command, 1918*, through the University of Oklahoma Press.

We extend our thanks to Mitch for taking the time to answer these questions so we could learn something about his one-of-a-kind job!

## WHO DO YOU KNOW?

If you have an idea of someone in the archival profession (or related field) who you think would make an interesting interview, let us know!

## DO YOU KNOW HOW-TO?

Do you have a "How-To" idea that you'd like to share? Is there something you would like to learn how to do? Simple or complicated, hands-on or theory . . . tell us what you want to teach or want to know.

## HOW TO: ENCAPSULATE A DOCUMENT

Text by Patricia A. Threatt, Photographs by Rajmohan Kamadhana

Encapsulation is used to protect brittle, torn, or fragile items from further damage. You can also use encapsulation as an alternative to lamination for frequently used documents. Encapsulation usually involves specialized equipment like a heat sealing machine and a corner rounder. If you don't have this equipment, you can use this low-tech method of encapsulating documents for flat-storage. Note: don't use this method for documents stored vertically or hung on a wall.



Materials needed for basic encapsulation.

### You will need:

- pH pen
- Cotton swabs
- Bookkeeper de-acidification spray
- 3-mil polyester Mylar
- Scissors
- Soft, cotton cloth
- 3M double-sided tape
- Soft weight (a small bean bag from a kid's game works great)

### Helpful but not necessary:

- Paper cutter
- Squeegee or brayer
- Acid-free, buffered paper

Before you begin, test the document to determine if it is a good candidate for encapsulation.

Before encapsulating a document, check the acidity of the paper with a "pH pen" [Figure 1]. If the paper is on the alkaline side, proceed with encapsulating. *Skip to step 1.*

If the paper is acidic, you will need to de-acidify the document before encapsulating. Before deacidifying the document, test the ink by using a cotton swab soaked with de-acidification solution (such as "Bookkeeper" spray) [Figure 2]. Pick an inconspicuous place and gently touch the cotton swab to the ink [Figure 3]. If the cotton swab is clean, proceed by spraying the document with the Bookkeeper spray and allowing it to dry.

If any ink comes off on the cotton swab [Figure 4], do not de-acidify it. Encapsulation is not recommended.



Figure 1



Figure 2

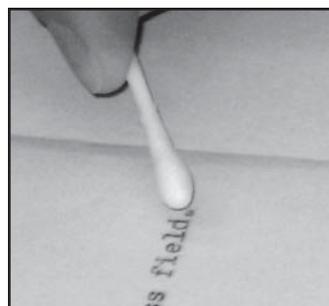


Figure 3

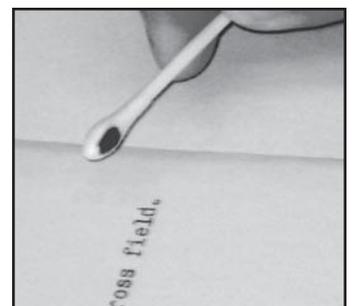


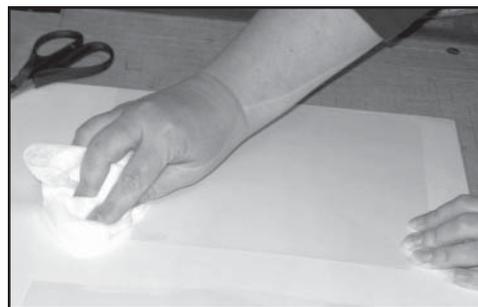
Figure 4

**STEP 1:**

Cut two pieces of 3-mil Mylar at least one inch larger than the document on all sides. Lay one sheet of Mylar on a clean surface.

**STEP 2:**

Clean the Mylar with a soft cloth to remove dust and create a static charge.

**STEP 3:**

Place the document at the center of the Mylar and use a soft weight on the document to keep it from shifting.

You may also choose to place a piece of acid-free, buffered paper behind the item to provide additional support.

**STEP 4:**

Place a strip of 1/4" 3M double-sided tape along each side of the document approximately 1/8" from the item leaving a small opening at the corners.

**STEP 5:**

Place the second sheet of Mylar on top of the document as you remove the weight.

**STEP 6:**

Reach under each edge and remove the protective paper from the tape, letting the Mylar fall quickly in place to seal.



Place the weight on top of the three items and clean the top sheet of Mylar with a soft cloth.

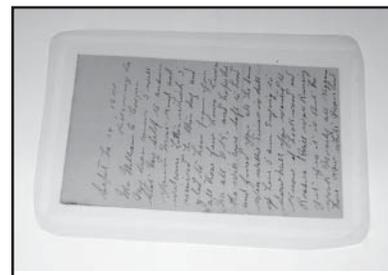
**STEP 7:**

Press out the air after removing each piece of paper with a squeegee or brayer or cloth.

**STEP 8:**

Trim the outer borders to 1/4" and round the corners.

Your document is now encapsulated!





# Worlds of Transcription

Diane E. Saylor

*Preserving Yesterday's World Today for Tomorrow's World*

## Transcribing

### From Yesterday's World

- History
- Biography
- Autobiography

### In Today's World

- Standard services
  - CD/DVD in WAV or MP3 format
  - Cassette tape
  - Proofread - Three-step process
- Optional services
  - Research partial details
  - Index transcript

### For Tomorrow's World

- Libraries
- Museums
- Individuals



**Laura McLemore, CA**, Archivist at the Noel Memorial Library at Louisiana State University in Shreveport was recently named as the William B. Wiener, Jr. Endowed Professor in Archives and Historic Preservation.

**Bill Welge, CA**, director of the Research Division of the Oklahoma Historical Society recently spoke to the Oklahoma Society of Land Surveyor's annual meeting held in Midwest City. The program title was "A History of Surveying in Indian Territory (Oklahoma) 1783-2000." Over 500 attended the PowerPoint presentation. Welge also traveled to Cherokee County Oklahoma to present a "History of Presbyterian Missionaries to the Cherokee Indians" at the First Presbyterian Church at Park Hill, Oklahoma.

**Steve Adams**, Senior Records Analyst with the National Archives and Records Administration in Albuquerque, New Mexico, spoke to the Oklahoma Department of Libraries and the Oklahoma Association of Records Managers at the Research Division of the Oklahoma Historical Society. Even though the wintery weather did not cooperate, over 100 persons slid in from around the state to hear his day-long program.

**Tom W. Dillard**, head of the Special Collections Department at the University of Arkansas, recently received two awards. The Arkansas Historical Association gave Dillard its "Diamond Award" for his efforts through the Arkansas History Education Coalition to ensure that Arkansas history is taught in public schools. He also received a 2008 "Salute to Greatness" Community Award from the Arkansas Martin Luther King, Jr. Commission for his pioneering work in documenting the history and role of African Americans in Arkansas. Dillard was a founding member of the Little Rock Branch of the American Association for the Study of Negro Life and History in 1976.

**JoAnn Pospisil, CA**, Director of the Baylor of College Medicine Archives, conducted a half-day oral history workshop for the Houston History Association; presented "The Archivists' Angle: Caring for Your Treasures" at the Texas Czech Genealogical Society's My Czech Family History Genealogy Workshop in Waco, and, chaired the 25th anniversary Texas State Historical Association/Texas Oral History Association joint session, "A Defining Moment: West Texas Community in the Big War," at Texas State Historical Association's annual meeting in Corpus Christi.

**Toby Murray**, Preservation/Conservation Librarian for University Libraries at the University of Nevada, Las Vegas, retired on April 30. Toby is a past president of the Society of Southwest Archivists and the Conference of Inter-Mountain Archivists, served on the MAC Council, and was a co-founder and past president of the Iowa Historical Materials Preservation Society, and was an active member of the Society of American Archivists.

Longtime National Archives staff member **Linda Henry** died March 30, 2008, after a long illness. Linda was a longtime member/supporter of SSA and a member of MA-RAC.

**Debbie Carter** has been promoted to Presidential Diarist with the National Archives and Records Administration in Washington, D.C. Debbie was previously an archivist with the George Bush Library.

Associate Director for Special Collections & Archives **Thomas H. Kreneck, CA** received the first annual Excellence in Librarianship Award from the Texas A&M University-Corpus Christi Faculty Senate for 2006-2007. A&M-Corpus Christi bestowed this newly-created award to a professional librarian in its Mary and Jeff Bell Library who has demonstrated excellence in the practice of librarianship for the library, university, and profession as a whole. Dr. Kreneck has been employed as head of the Special Collections & Archives Department since December, 1990, and is the only professional archivist in the library.

## REPORT YOUR ARCHIVAL LEADERSHIP ACTIVITY

The Leadership Log is designed to keep SSA members informed about colleagues' publications, presentations, promotions, or other noteworthy activities.

Submit your news to [carol.roark@dallaslibrary.org](mailto:carol.roark@dallaslibrary.org).

Names of SSA members appear in **bold** type.

## ARCHIVISTS' DAYBOOK

Selections from the list compiled by Leon C. Miller, CA, Tulane University.  
See the complete Daybook at <http://southwestarchivists.org/HTML/2007.htm>.

**Annual Meeting Sites**

Annual meetings are generally held in the latter part of May.

2002 - Flagstaff  
2003 - New Orleans  
2004 - San Antonio  
2005 - Baton Rouge  
2006 - El Paso  
2007 - Oklahoma City  
2008 - Houston  
2009 - Shreveport  
2010 - Santa Fe  
2011 - Little Rock  
2012 - Phoenix

**Board Meetings**

Officers and Executive Board Members are required to make a quorum. Committee chairs are encouraged, but not required, to attend.

All members are welcome to attend SSA Board Meetings.

February 1, 2008  
Arlington, TX

May 2008  
Houston, TX

Board Meetings at the Annual Meeting are held just prior to the conference (end of fiscal year) and on the Saturday following the last session (beginning of the new fiscal year).

The membership year runs January-December. Please remember to pay your dues by February!

**MAY**

5 On this date in 1972, thirty-five archivists from Arkansas, Louisiana, New Mexico, Oklahoma, and Texas met at the University of Texas at Arlington and organized the Society of Southwest Archivists.

15 **Deadline** to apply to take the Academy of Certified Archivists archival certification examination; and to apply for "You Pick Your Site" examination locations.

17 World Information Society Day.

21-23 Society of Southwest Archivists annual meeting; Houston.

31 On this date in 1790, the US Congress enacted the United States copyright law.

**JUNE**

1 Deadlines: Academy of Certified Archivists recertification petitions due; deadline for returning election ballots; and Annual Academy dues payable starting today. Also the deadline to register for the ACA Item Writing Workshop to be held August 18 in New Orleans. Contact: Academy of Certified Archivists, 48 Howard Street, Albany, New York 12207, [aca@caphill.com](mailto:aca@caphill.com).

1 Hurricane season begins in the Atlantic. Are your disaster plans current?

6 On this date in 2001, US President George W. Bush nominated Robert S. Martin to be Director of the Institute of Museum and Library Services (IMLS). A Fellow of the Society of American Archivists, Dr. Martin is a past president and a past Distinguished Service Award recipient of the Society of Southwest Archivists.

15 **Deadline** to apply for the National Historical Publications and Records Commission (NHPRC) Electronic Records Research Fellows program.

**JULY**

4 On this date in 1776 the United States Continental Congress issued the Declaration of Independence. One of the grievances enumerated against King George III was "He has called together legislative bodies at places unusual, uncomfortable, and distant from the depository of their Public Records, for the sole purpose of fatiguing them into compliance with his measures."

8 Feast day of St. Sunniva, a tenth-century Irish princess. After her death, the Benedictine monks who protected her shrine became noted for their record-keeping and their creation of a massive archives.

11 Feast day of San Benedict of Nursia (formerly March 21), who is celebrated in Spain as the patron saint of librarians and archivists ("Benito" in Spanish) in Washington.

## You are cordially invited ...

SSA membership is open to everyone interested in archival work. Whether archivist, librarian, conservator, genealogist, or concerned citizen, we welcome your participation in promoting the preservation and use of archives.

Mr. Ms. Dr. Sr. Br. Fr. Other: \_\_\_\_\_



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SSA's membership directory is intended to promote and facilitate professional communication. We therefore ask members to submit their business contact information for their membership records whenever possible. *If the above information is for your home, please check here.*

SSA occasionally shares membership information with carefully selected professional organizations or vendors in order to participate in joint membership efforts or obtain greater benefits for our members. *If you prefer not to participate in these joint programs, please check here.*

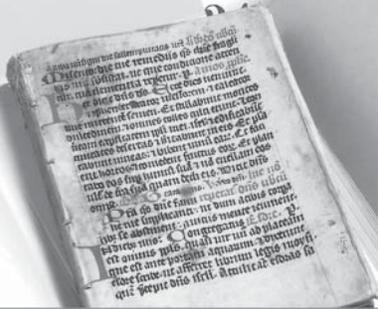
*N.B.:* SSA's membership year is the calendar year.

SSA's committees offer many ways to become more involved in our society and in the life of the archival profession. Please let us know of any committees or project in which you might be interested and we will be happy to contact you with more information.

Annual Meeting      Internet Outreach      Membership      Nominating      Publications  
Professional Development      Scholarships      Site Selection      Other: \_\_\_\_\_

*Thank you! We look forward to welcoming you as the newest member of the Society of Southwest Archivists.*

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