

THE MEETING AT A GLANCE



A HEARTY HOOSIER WELCOME!

Indiana University welcomes back the Midwest Archives Conference to its beautiful campus for the annual fall meeting, September 29–October 1, 2005. The meeting will be held at the Indiana Memorial Union, located in the heart of the Bloomington, Indiana, campus. To help lure you here, we’ve arranged many fun tours; a series of spectacular cultural events, including Mozart’s *Così fan tutte*; and a Bowl-A-Rama that is guaranteed to entertain the whole family. So grab your pencils and bowling shoes for a meeting that is sure to excite!

Also, MAC’s fall 2005 program represents an exciting departure from the usual eclectic mix of session offerings. This meeting’s program approach serves as an apt transition to the launch of MAC’s first fall symposium in 2006. While, in the finest MAC tradition, there definitely is still something for everyone, this meeting revisits those essential concepts and techniques around which the archival adventure revolves.

USING THIS PROGRAM

In this program you’ll find all the information you need to plan your attendance at MAC’s fall meeting. From premeeting workshops to registration, it’s all in here. Here’s how it’s laid out:

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REGISTRATION

As usual, MAC’s meeting registration fee is an incomparable value! At only \$50 for advance registration (\$35 for students), it’s hard to beat. But to take advantage of this advance registration rate, your registration must be postmarked by September 2, 2005! Mail registrations cannot be accepted after September 16; after that date you must register on site. For the registration form, see page 19 of this program or visit the MAC Web site, at <www.midwestarchives.org>.

AMERICANS WITH DISABILITIES ACT

MAC welcomes individuals with disabilities to participate in its events. If you have a visual, aural, or another impairment that qualifies as a disability under the Americans with Disabilities Act, or have other special needs, please contact Stephen Towne (setowne@iupui.edu) or Debra Brookhart (dbrookha@iupui.edu) when you register for the meeting.



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WORKSHOPS

On Wednesday, September 28, 2005, the Society of American Archivists will offer its all-day workshop, “Describing Archives: A Content Standard (DACS).” MAC will offer two half-day workshops, “Caring for Artifacts in Your Collections” and “Manuscript and Print Collection Hands-On Repair,” on Thursday, September 29, 2005. All preconference workshops require advance registration. Please see pages 10–11.

CONCURRENT SESSIONS

In the spirit of practical archival education, session offerings focus on five key archival activities: collecting and appraisal, arrangement and description, preservation, access and use, and outreach. In keeping with our Bowl-A-Rama theme, each activity is explored through three “lanes” of offerings: Essentials, Focus, and Technology. “Help!” sessions on Saturday center on practical assistance for developing student employee skills and managing successful grant projects. Please see pages 12–18.

SPECIAL EVENTS

Beginning with the opening plenary session (featuring a panel of archival educators and practicing archivists discussing the state of archival education), the fall meeting is full of fun events and practical information you can take back to your repository. On Thursday evening, you will have the opportunity to meet your fellow archivists at the MAC reception at the Mathers Museum of World Cultures. On Friday evening, enjoy any of a variety of events! First, all you newbies are invited to join members of the MAC Council for the New Members’ Dinner, to be hosted at the Lilly Library. Veteran members can enjoy the always-popular restaurant tours and taste the different cultural cuisines available in Bloomington. Then we invite you and your family to join us for the first-ever Bowl-A-Rama at the Indiana Memorial Union. Also, don’t forget to take part in the Vendor Fair on Friday, and a new event on Saturday, the Information Fair, where you will have the opportunity to speak with all of the conference instructors!

TOURS

The Local Arrangements Committee has worked hard to bring you a variety of fun and educational tours to enjoy during your stay in Bloomington. These tours include a visit to The Kinsey Institute for Research in Sex, Gender, and Reproduction, paired with the Archives of Traditional Music, a walking tour of the Old Crescent area on campus, the Auxiliary Library Facility, and a spooky Ghost Walk through the Indiana Memorial Union building. With all that variety there is bound to be something to please one and all!

More details on these tours can be found on pages 8–9. Some tours are open to a limited number of participants, so please register early.



Joseph C. Mubler and his staff of 17 developed the formula that became Crest toothpaste. The famous Crest tests took place in the early 1950s; nearly one third of all Bloomington, Indiana, residents took part in the tests. (IU Archives)



THE MEETING AT A GLANCE



VENDOR FAIR AND BREAKS

Between program offerings, mingle with your colleagues and enjoy refreshments during the session breaks. And be sure to visit the Vendor Fair on Friday, September 30, from 9:30 A.M. to 3:30 P.M. Meet vendor representatives and learn about a wide range of archival products and services.

INFORMATION FAIR

In a first for MAC, the meeting will be capped by an Information Fair, in which attendees will have one last chance to interact with all of the meeting instructors! You can also explore student posters from graduate program projects in the MAC region, qualify for door prizes, and more! For more information, see page 18.

ACCOMMODATIONS

The MAC fall meeting hotel, the Indiana Memorial Union Hotel and Conference Center, is in the heart of the Indiana University campus, at 900 East Seventh Street. Room rates are as follows:

| | | |
|---|------------------------|------------------------|
| One double bed (sleeps up to 2) | \$79 + tax (weekdays) | \$99 + tax (weekends) |
| Two double beds (sleeps up to 4) | \$99 + tax (weekdays) | \$129 + tax (weekends) |
| One king or two queens (sleeps up to 4) | \$109 + tax (weekdays) | \$139 + tax (weekends) |
| Small suite (sleeps up to 5) | \$149 + tax (weekdays) | \$179 + tax (weekends) |
| Large suite (sleeps up to 6) | \$229 + tax (weekdays) | \$259 + tax (weekends) |

Currently taxes are 6 percent sales tax and 5 percent local hotel tax.

The IMU Hotel is a full-service luxury facility, with sleeping rooms that are exceptionally attractive and equipped with wired and wireless data ports, desks, color television, telephones, and private baths. Some rooms have small refrigerators. In addition to location and comfort, the rooms are close to MAC presentations and meals, which will be held in the IMU. When making your reservation, please make certain to indicate that you are attending the Midwest Archives Conference meeting. Rooms will be held as a block for the conference until Wednesday, September 16, 2005; after that date they will be released for sale to the general public. To make your reservation, please call 1-800-209-8145 or go to www.imu.indiana.edu/hotel_conference_center/index.html. The IMU Hotel accepts Visa, MasterCard, and Discover credit cards.

PARKING

Parking on the Bloomington campus can be very difficult during the school year, so the Indiana Memorial Union provides complimentary parking in the IMU parking lot for all hotel guests. For those commuting to the meeting, the conference parking rate will be \$9.50 per day in the IMU parking lot, with a discount coupon. Coupons for this discount will be available at the registration desk; without it, the rate will be \$19.50 per day, so be sure to pick up your coupon before you leave!

ROOMMATE MATCHUP

If you are in need of a roommate for the conference, please contact Wes Wilson at wwilson@depauw.edu. He will facilitate matches between interested individuals.



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CHILD CARE

If you are in need of child care, please contact Stephen Towne (setowne@iupui.edu) or Debra Brookhart (dbrookha@iupui.edu) when you register for the meeting. Let them know how many children you need services for and their ages. The LAC will then help you find appropriate care.

TRANSPORTATION

There are a variety of ways to get to Bloomington, Indiana. Here are your options:

BY AIR:

The Bloomington and Indianapolis areas are serviced by one airport, the Indianapolis International Airport. For more information on airlines and flights servicing central Indiana please visit the Indianapolis International Airport Web site, at <www.indianapolisairport.com>.

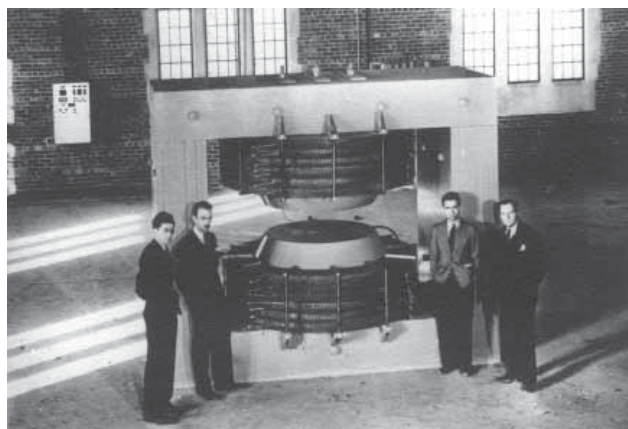
The airport offers a shuttle service to and from the Indiana Memorial Union for \$22.00 each way. This service is available at the airport's Ground Transportation Center, located on the lower level across from baggage claim. Visit <www.bloomingtonshuttle.com> for more details. Things you need to know about the shuttle service:

1. Tickets are purchased at kiosks located at the drop-off sites and the airport. These kiosks accept cash or credit. If paying with cash you must have exact change.
2. You must purchase two tickets for a round trip. The Web site advises the purchase of both tickets at once to guarantee a seat. There are no refunds, however, if tickets are purchased this way.
3. They advise advance reservations. These must be made 24 hours in advance to guarantee a seat. This is not a requirement. On-line reservations can be made at <www.bloomingtonshuttle.com/airreserve.html>, or by calling 1-800-589-6004.
4. The shuttle leaves the airport nine times during the day, beginning at 6:40 A.M. A complete schedule can be found at <www.bloomingtonshuttle.com/airport.html>.

Alternately, meeting attendees may also get rental cars at the Indianapolis International Airport and drive down. Please visit the Indianapolis International Airport Web site, at <www.indianapolisairport.com>, and click on "ground transport" for a complete list of car rental agencies available, and also to view other options for transportation to the Bloomington area.

BY CAR:

The Indiana Memorial Union is at 900 East Seventh Street, on the Indiana University campus, in Bloomington, Indiana. For detailed driving instructions from all directions, check the meeting information on MAC's Web site, at <www.midwestarchives.org>.

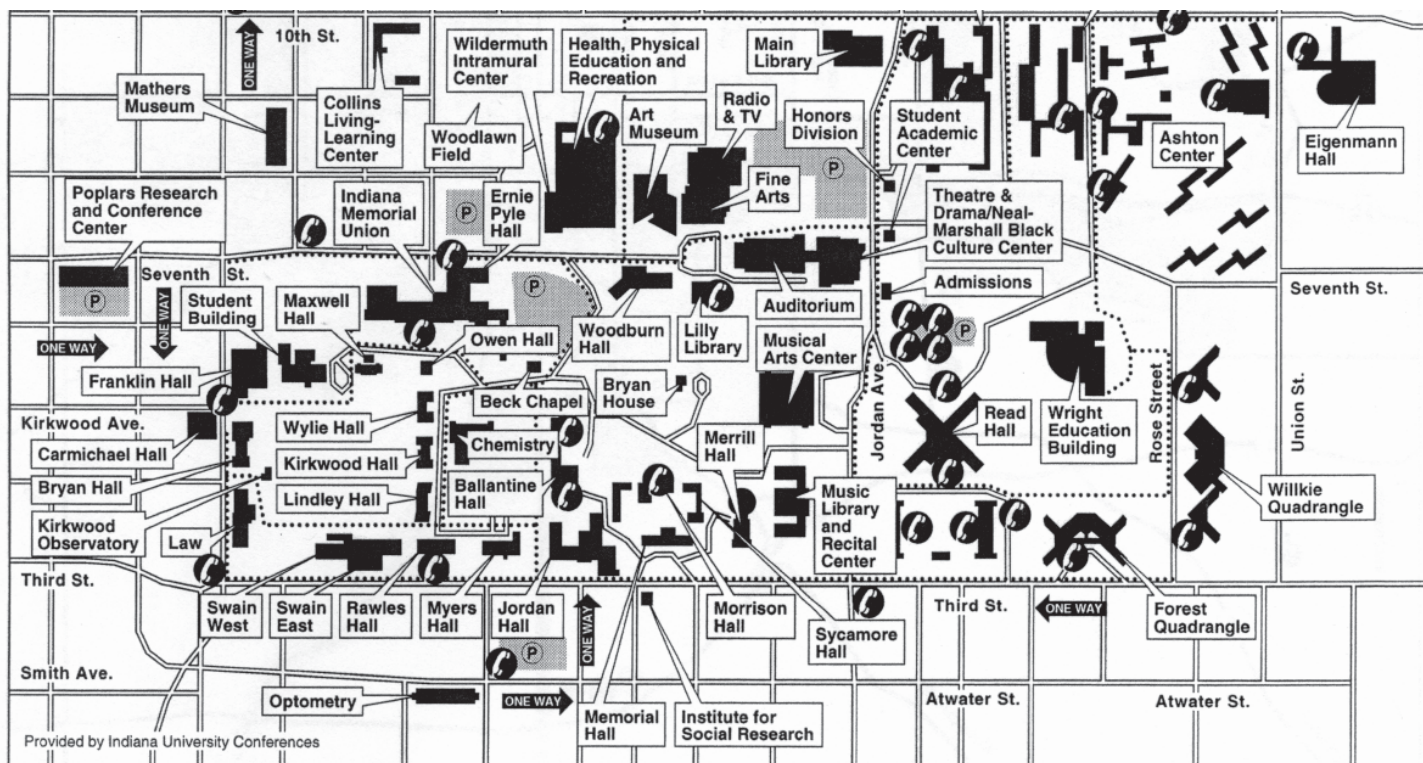


Construction of the first IU Cyclotron began in 1938. It went into operation in April 1941. Soon after, the Cyclotron began work on the Manhattan Project. (IU Archives. Accn. 99/009)



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Remember, parking is free for guests staying at the Indiana Memorial Union in the IMU parking lot only. If you are commuting to the meeting and not staying at the IMU, parking is \$9.50 per day with a discount coupon in both of the IMU lots. For more information please see the section on parking on page 3.



WEATHER

Temperatures in south-central Indiana during late September are typically in the high sixties to low seventies during the day and the mid fifties during the night. We suggest you bring layered clothing to adjust to seasonal changes in temperatures that can occur during this time of year.

TOURISM INFORMATION

Bloomington is on Eastern Standard Time. At the time of the conference, Bloomington will be on the same time as Chicago, Illinois, and one hour behind New York.

To acquaint you with the scenic Bloomington campus, we invite you to take a virtual campus tour by visiting <www.iub.edu/tour>. For information about Bloomington, Indiana, we suggest you visit the Convention & Visitors Bureau Web site, at <www.visitbloomington.com>.



SPECIAL EVENTS

Thursday, September 29

1:30 P.M.–3:00 P.M.

Plenary Session

Outfitting Ourselves for the Archival Adventure: Archival Education in the Twenty-First Century

Our plenary panel, which features archival educators, practicing archivists, and SAA and MAC education directors, explores and evaluates the state of archival education in the profession. Special emphasis is on the roles of and relationship between graduate school educators and professional archival associations in providing archival training for all types of needs.

Thursday, September 29

6:00 P.M.–8:00 P.M.

Opening Reception

Join your colleagues for the Opening Reception at the Mathers Museum of World Cultures. Hors d'oeuvres and beverages will be served, and special entertainment will be provided by the Trio Mitten, playing tunes that encompass French café music, tangos, nostalgic popular songs, Cajun, Neapolitan songs, Finnish folk music, and even the occasional polka! The exhibit at the Mathers Museum, just a short walk from the Indiana Memorial Union, will be *The Allure of Clothing: Function, Fantasy, Fetish, Fashion*, which explores a variety of themes associated with clothing, modesty, sexuality, and fashion across time and cultures. It was developed in collaboration with The Kinsey Institute for Research in Sex, Gender, and Reproduction, and the Elizabeth Sage Historic Costume Collection.

Friday, September 30

6:00 P.M.–8:00 P.M.

New Members' Dinner

Are you new to MAC? Then join your fellow newbies for a free dinner in the Lilly Library, the epicenter of the university's rare books, manuscripts, and special collections. This is a chance to hobnob with MAC officers, Council members, and the Membership Committee. This event is open to members of less than one year who are attending their first meeting. Be sure to check "New Members Dinner" on the Registration Form checklist if you plan to attend! Meet in the IMU lobby at 5:45 P.M.

Friday, September 30

6:00 P.M.–8:00 P.M.

Restaurant Tours

Come join the members of the Local Arrangements Committee as they guide you through all of the multicultural culinary delights available in Bloomington! A sign-up sheet and restaurant options will be available at the registration table for this perennial favorite.



With a libretto by Lorenzo da Ponte, and music by Wolfgang Amadeus Mozart, Così fan tutte's tale of fickleness and forgiveness has been a crowd favorite at Indiana University since 1957. (IU Archives PS95-1022.5)



SPECIAL EVENTS

Friday, September 30

8:00 P.M.–11:00 P.M.

Bowl-A-Rama Extravaganza

Please join your colleagues in the Bloomington version of the MAC Mixer—the first-ever MAC Bowl-A-Rama Extravaganza! All 12 lanes of the Indiana Memorial Union bowling alley, the Back Alley, have been reserved from 8 to 11 p.m. on Friday, September 30. As part of the festivities, participants will have the opportunity to sign up for team competition. We especially encourage MACers to bring family members in attendance to this event. Individual and team prizes will be distributed throughout the evening, including prizes for achievements such as highest team and individual scores and a special prize for the most outrageous bowling shirt. To complete the evening (especially for those MACers who equate bowling with beer), a cash bar will be available.



Students from the School of Education bowling in the Indiana Memorial Union bowling alley, April 1941. (IU Archives. PS2832)

Information Fair

Join us for MAC's first Information Fair, a last chance to interact with your colleagues and all the instructors from every session throughout the meeting. Students from across the MAC region will also be there to discuss the poster displays of their latest graduate-level work. Don't miss this great opportunity to cap off an excellent meeting!



TOURS



Wednesday, September 28

2:00 P.M.—4:00 P.M.

Auxiliary Library Facility Tour

The Ruth Lilly Auxiliary Library Facility (ALF) is a high-density shelving facility based on the Harvard model, which is designed to provide low-cost housing with conservation-level environmental controls for library materials. The facility also includes the state-of-the-art E. Lingle Craig Preservation and Conservation Laboratory, a book freezer (to assist with treatment of water-damaged materials), space for accessioning, lending, and staff, as well as a secure collections vault with a capacity of approximately 2.8 million bound volumes, archival collections, and films. Come get an up-close and personal tour of this amazing facility, hosted by the Preservation and ALF Services folks for FREE! First come, first served, so hurry, hurry, hurry!

Maximum participants: 30

Cost: FREE (advance registration required)

Thursday, September 29

8:30 P.M.—9:30 P.M.

Ghost Walk of the Indiana Memorial Union

The Indiana Memorial Union is one of the largest in the country. Up to twenty thousand people pass through it each day. It houses art collections, a bowling alley, a movie theater, offices, a hotel—and dozens of ghost stories. They are tragic and comic; the ghosts' hauntings are more mischievous than malevolent, but the spirits do continue to make their presence known. The hour-long tour will weave through many of the more decorated parts of the Union, illustrating the association the ghosts have with particular places.

Maximum participants: 25 people to each group

Cost: Adults \$5.00 and Children \$3.00 (advance registration required)

Friday, September 30

8:30 P.M.—9:30 P.M.

10:00 P.M.—11:00 P.M.

Thursday, September 29

9:00 A.M.—11:00 A.M.

Walking Tour of the Old Crescent

What is the “Old Crescent?” When was the first building constructed at the present campus site? Which building functioned as the University Library from 1907 to 1969? These and many more questions concerning IU history and student life will be answered during this tour. The first part of the presentation will include a slide show depicting and describing the history of IU in the nineteenth and early twentieth centuries and some of the University’s prominent faculty of that era. After the slides, there will be a guided tour of the oldest section of the present campus, known as the “Old Crescent.”

Maximum participants: 30

Cost: FREE (advance registration required)



TOURS

Thursday, September 29
10:30 A.M.—12:00 P.M.

The Kinsey Institute for Research in Sex, Gender, and Reproduction/ Archives of Traditional Music Tour

The Kinsey Institute is a world-renowned not-for-profit corporation, best known for its study and documentation of human sexuality and reproduction. The origin of The Kinsey Institute can be traced back to 1938, when Dr. Alfred C. Kinsey began teaching a “marriage course” at Indiana University. While preparing for this class, Kinsey discovered that few scientific studies on human sexuality existed. As a result, Kinsey soon began collecting his own information through oral interviews. In 1947, The Kinsey Institute was founded as a place for Dr. Kinsey to continue the research he began in 1938. Today, The Kinsey Institute’s library collection contains a wide variety of material studying multiple aspects of the human sexual experience through the eyes of many cultures.

During the other half of this tour you will see the Indiana University Archives of Traditional Music (ATM), which is one of the largest university-based ethnographic sound archives in the United States. Its holdings cover a wide range of cultural and geographical areas and include commercial and field recordings of vocal and instrumental music, folktales, interviews, and oral histories, as well as videotapes, photographs, and manuscripts. This portion of the tour will begin in the Hoagy Carmichael Room and will include a brief presentation on the history and collection highlights and current preservation work, and a demonstration of antique sound recordings. Visitors will also see the Archives sound studios, vault preservation area, and listening library.

Maximum participants: 30. One group of 15 will start at Kinsey while the other starts at the ATM.

Cost: FREE (advance registration required)



Alfred Kinsey was a member of the IU faculty from 1920 until his death in 1956. A well-respected professor of zoology who conducted research on gall wasps, Kinsey stung the world with his 1948 report, entitled “Sexual Behavior of the Human Male,” and then again in 1953 with his second report, “Sexual Behavior of the Human Female.” (IU Archives)



WORKSHOPS

Wednesday, September 28

9:00 A.M.—5:00 P.M.



Describing Archives: A Content Standard (DACs)

Following practical consideration of the key concepts and descriptive elements in *Describing Archives: A Content Standard*, the new U.S. standard, this workshop explores strategies for incorporating this standard into work flows for accessioning, arrangement, and description. Through discussions and hands-on work with a variety of case studies, participants will focus on the application of DACs rules and concepts to repository processes and print-based descriptive outputs. Although this workshop does not address outputting a DACs-based description to MARC21 or EAD, it does provide the basic preparation for workshops focused on those output standards.

Continuing Education Units: .75

ACA Archival Recertification Credits: 5

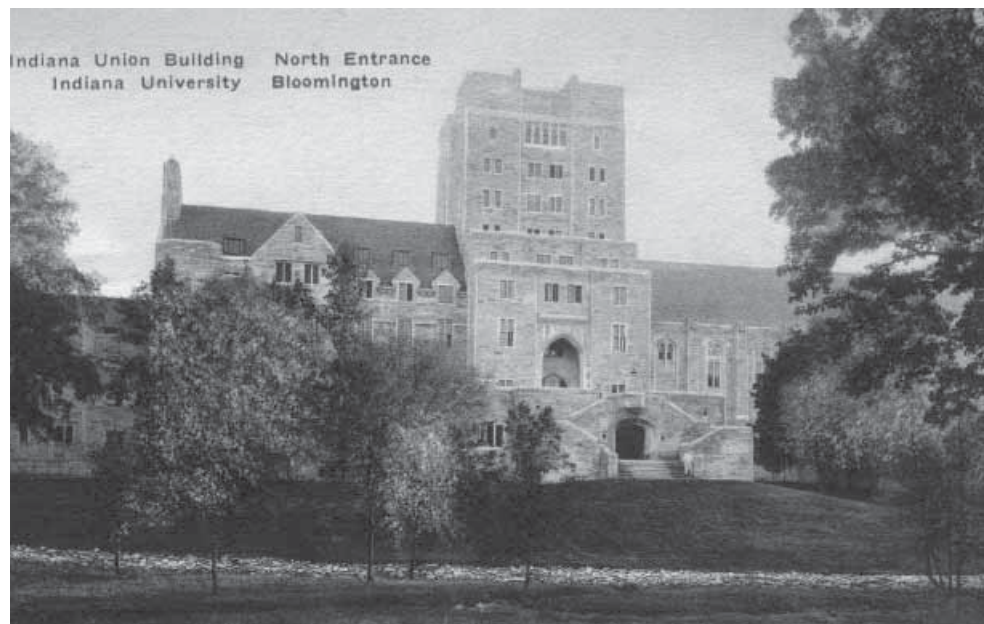
Instructor: William Landis, California Digital Library, University of California, Oakland

Registration: **Early bird (on or before August 29, 2005):**
SAA Member: \$185; Nonmember: \$235

Regular (after August 29, 2005):
SAA Member: \$225; Nonmember: \$275

Registration is limited to 35 and will fill quickly, so register early!

To register, click on the link to this workshop on SAA's "Education Calendar," at www.archivists.org/.



The Indiana Memorial Union was completed in 1932. It is reported to be the largest union building on any campus in the entire world. (IU Archives)



WORKSHOPS

Thursday, September 29

8:30 A.M.—12:00 P.M.



Caring for Artifacts in Your Collections

The Mathers Museum's collection includes objects ranging in size from a Liberian dime to a Hoosier log house. How do we store, track, and learn from such diverse holdings? During this workshop we will look at these questions from a problem-solving point of view, examining ways the museum's staff has dealt with the needs of a multifaceted collection. The workshop will take place in the museum's collections-holding area, where we will look at a variety of storage and record-keeping solutions.

Instructor: Ellen Sieber, Curator of Collections, Mathers Museum of World Cultures, Indiana University

Maximum participants: 15

Cost: \$40

Manuscript and Print Collection Hands-On Repair

This hands-on repair workshop is designed for manuscript and print collections only. It will not cover photographs, film, or magnetic-based materials.

As each manuscript collection is processed or scheduled for use, various repairs can be performed to increase the life span of the paper materials and make them useable by our patrons and researchers. Learn simple repair techniques to maintain your manuscript and print collections when you process or use the materials. This workshop will cover repair of torn paper using adhesive document repair tape and heat-set tissue repair for paper, the removal of 'foreign' objects from collections (paper clips, rubber bands), techniques for flattening paper, techniques for rehousing folded materials (including how to make simple rare book boxes), and pamphlet binding.

Instructor: Miriam Kahn, MBK Consulting

Maximum participants: 20

Cost: \$100. Includes registration fee and workshop materials. Registration will be closed approximately three weeks prior to the meeting so that products can be ordered. No additional registrations will be accepted after September 9, 2005, unless there is a cancellation. Individuals unable to attend may send a substitute in their place. No refunds will be issued once products have been ordered.





1:30 P.M.–3:00 P.M.

Outfitting Ourselves for the Archival Adventure: Archival Education in the Twenty-First Century

Archival education plays a critical role in shaping, standardizing, and enhancing the quality of archival practice in the United States and beyond. As archival graduate programs experience greater prestige and growth, the profession also encompasses “instant” archivists who’ve come to their positions through other disciplines or backgrounds without formal archival training. To address the educational needs of this diverse constituency, professional archival organizations (as well as graduate schools) must think critically about the role and content of continuing education programming. Using current A*CENSUS data on archival education needs and trends, speakers will reflect on the state of archival education in the first years of the twenty-first century and discuss ways in which the profession can effectively address archival educational needs in the coming years.

Moderator: Mary Ellen Ducey, Education Committee Chair, MAC


Panelists: Phil Bantin, Indiana University
 Solveig DeSutter, Education Director, Society of American Archivists
 Tim Ericson, University of Wisconsin–Milwaukee
 Beth Yakel, University of Michigan





Session “Lanes”: Got Game? Hone Your Archival Skills and Bowl a Strike!


Grab your bowling shirt and shoes, “spare” no expense, and prepare to improve your archival game!

Concurrent sessions revolve around the five basic archival tasks (collecting and appraising, arrangement and description, preservation, access and use, and outreach), with particular emphasis on practicality, resources, and audience engagement. In addition to reflecting the five basic tasks, session content is organized around three program “lanes” or “tracks”:

 The ESSENTIALS LANE (Essentials track) sessions provide fundamental background to those who are new or returning to the profession. In this lane, overviews of the basic archival functions will include emphases on key aspects of each.

 The FOCUS LANE (Focus track) sessions explore basic archival tasks as they relate to specific document formats or special activities. The practical detail of this lane will appeal to practitioners of all levels.

 The TECHNOLOGY LANE (Technology track) investigates ways technology intersects with the basic archival tasks. This lane, too, will provide practical insight to both beginners and veterans alike.

 In addition, HELP! sessions on Saturday are dedicated to topics that transcend specific archival functions, such as student management and grant projects. Finally, the meeting will end with an “Information Fair,” during which instructors from throughout the meeting and others will be available for one-on-one consultation.





3:30 P.M.–5:00 P.M.

Essentials Lane:



Appraisal Essentials

Determining the worth of potential additions to your archival collections is a complicated yet essential task. Considerations must encompass many factors, including the condition of the materials, their historical and monetary values, your ability to properly administer them, and their relationship to other records in your collection. Learn how to evaluate potential additions to your archives.

Instructor: Rick Pifer, Wisconsin Historical Society

Focus Lane:



Collection Development “Policies, Practices, Promises, and Pitfalls”

This session will delve into the connection between collecting plans and theories and the often-messy realities of day-to-day archival acquisitions. Using statistical data and examples from the past 15 years of manuscript collecting at the Wisconsin Historical Society, as well as insights offered by session participants, the instructor will discuss how collecting polices and evolving institutional missions can both help and hinder the work of collecting staff, and vice versa. The session will include discussions about the dynamics of appraisal, the psychology of giving, and the sometimes-delicate role of the acquisitions archivist as a mediator between the donor and the institution.

Instructor: Helmut Michael Knies, North American History Collection, Development Coordinator, Wisconsin Historical Society

Technology Lane:



Collecting and Appraisal: The Archives and the Institutional Repository

Institutional repositories are becoming more and more common in colleges and universities. Do they offer solutions to managing institutional electronic records? Are they a threat to the traditional role of a university archives? This workshop is designed to explore these and other issues in order to better enable archivists to cope with, and perhaps manage, this growing trend.

Instructor: Todd Daniels-Howell, Indiana University–Purdue University Indianapolis



Indiana University’s Little 500 was the basis for the 1979 film “Breaking Away.” Steve Tesich, an IU graduate and former Little 500 rider, won the Academy Award for Best Screenplay. (IU Archives)





8:30 A.M.–10:00 A.M.

Essentials Lane:



Arrangement and Description Essentials

Archivists spend a significant amount of time organizing and describing collections of historical materials. This process includes examining, sorting, packing, labeling, and shelving the materials, as well as establishing intellectual control over them. Discover the steps involved and why “provenance” and “original order” are held in such high esteem by archivists.

Instructor: Steve Fisher, University of Denver

Focus Lane:



Arrangement and Description: Keep Up with the Life Cycle: Archival Arrangement and Reference Strategies within Shifting Organizational Hierarchies

Changes within an institution’s administrative organization often demand adjustments to the arrangement of the institution’s archives that must, in turn, be accounted for in both new and old descriptions of collections. New records arriving in an archives by means of a records management system may further complicate the relationship between the established record groups and the current organic hierarchies of the institution. Archival arrangement must accommodate the groupings reflected by the records management system without obscuring provenance or functional relationships between record groups and subgroups. By the same token, the reference archivist must be able to map the current institutional administrative divisions and subdivisions back onto the older arrangement scheme. Three archivists will address these issues from different practical perspectives rooted in their experiences at the archives of the University of Missouri–Columbia and three National Parks Service units in Alaska. In addition, they will examine the role technology plays in reducing or exacerbating the difficulties.

Instructors: Gary Cox, University of Missouri–Columbia
 Todd Gilliom, Western Historical Manuscript Collection–Columbia
 Anselm Huelsbergen, University of Missouri–Columbia

Technology Lane:



Arrangement and Description: Developing New Archival Tools for Digital Projects

Archives have been using digital projects to highlight and provide access to their collections for several years. As time has passed, many institutions have gone beyond the simple on-line access and developed innovative new tools for their digital libraries. This session will look at several projects and highlight their innovative developments, including the use of EAD in the Kentuckiana Digital Library, the development of on-line exhibits in Ohio Memory, and the inclusion of music in Indiana University’s projects. Speakers will discuss the way the development of these electronic tools has facilitated traditional archival tasks such as describing and providing access to archival collections. Speakers will also discuss lessons learned and give brief guided tours of their projects.

Moderator-Instructor: Laurie Gemmill, Digital Projects Specialist, OCLC Online Computer Library Center

Instructors: Eric Weig, Head, Digital Projects, Kentuckiana Digital Library, University of Kentucky
 Angela O’Neal, Digital Projects Manager, Ohio Memory, Ohio Historical Society





10:30 A.M.–12:00 P.M.

Essentials Lane:



Preservation Essentials

What are the most significant risks to your historical materials? How can you protect the investment you’ve made in your collections? Learn how to determine an appropriate level of preservation activity for your institution and where to receive additional training and information.

Instructor: Nancy Kraft, University of Iowa

Focus Lane:



Preserving Scrapbooks in the Archives



Una Camp graduated from Indiana University in 1917. Her scrapbook is well cited with dates and descriptions. In terms of preservation, Ms. Camp’s scrapbook is a bit of a problem, in that it contains a piece of wedding cake, cigarette butts, wood chips, and a bullet. (IU Archives. Accn. 1219)

Found in all types of archival collections and repositories, scrapbooks are invaluable resources for understanding not only their creators but also the communities, businesses, organizations, and events they document. Preserving these resources and the diversity of their compositional materials—fabric, paper, photographs, food, plants, newsprint, ink, crayon, etc.—can be a nightmarish task. This workshop provides an overview and specific instruction for preservation treatments and activities that can prolong the life of scrapbooks, from basic “down and dirty” preservation work to “high-end” reformatting treatments.

Instructor: Jennifer Hain Teper, University of Illinois at Urbana-Champaign

Technology Lane:



Preservation: Risk Assessment for Audio Collections: Using the Field Audio Collection Evaluation Tool (FACET) to Prioritize Preservation

In this session, participants will both learn about and use a points-based tool for ranking audio field collections for the level of deterioration they exhibit and the amount of risk they carry. This tool allows an archives manager to construct a prioritized list of collections by the level of risk they represent, enabling informed selection for preservation. Combining FACET with a process that assesses research value provides strong justification for preservation dollars. FACET was developed by Mike Casey at the Archives of Traditional Music (ATM), Indiana University. Mike will also report on the Sound Directions project, funded by NEH, which is a collaboration between Harvard University’s Archive of World Music and the ATM.

Instructor: Mike Casey, Indiana University





1:30 P.M.–3:00 P.M.

Essentials Lane:



Access and Use Essentials

Providing information about holdings and expediting their use are central to good public service. Learn the fundamentals of connecting users with the archival resources they seek, including such issues as user registration, security, copy services, and the ever-widening variety of research requests.

Instructor: Tanya Zanish-Belcher, Iowa State University

Focus Lane:



Access and Use: Balancing Research Interests and Archives

In recent years, the role of the archivist has become increasingly separate from the role of researcher, a function that was traditional to the profession but has in the last generation been marginalized. Recent writings on archival practice by leading archives pedagogues and practitioners have revisited the role of the archivist as historical researcher. Three instructors—two archivists and a historical preservationist—will address the issues involved in being archivists and historical preservationists in their “day job” while being active researchers. They will explore the benefits of research that make them effective archivists, and will engage the session audience as participants in the discussion.

Instructors: Jeannie Regan-Dinius, Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology
 Martin J. Tuohy, National Archives and Records Administration, Great Lakes Region
 Stephen E. Towne, Indiana University–Purdue University Indianapolis

Technology Lane:



Access and Use: Designing Your Web Site for Users

Designing efficient and usable Web sites is an important but often overlooked component of our description and outreach work. This miniworkshop will give you some tips and tricks to simplify your Web presence. The instructor will cull lessons from his study of user interactions with archival Web sites into design and coding tips that help your users find your Web site and stay there once they have found it. Topics to be discussed include typical user behaviors, standardized design elements, and finding aid usability. Some experience with HTML, EAD, or other Web technologies is recommended, but not essential.

Instructor: Christopher Prom, University of Illinois at Urbana–Champaign





3:30 P.M.–5:00 P.M.

Essentials Lane:



Outreach Essentials

Move beyond your reading room to the Big World outside. Sharing information about your collections through programs and exhibits helps to build awareness of your archival program. Learn some outreach techniques using print, Web, exhibit, and other resources.

Instructor: John Straw, Ball State University

Focus Lane:



Outreach: White Gloves and Kid Gloves: Working with National History Day Students in the Archives

National History Day is an education program that asks students in grades 6–12 to “become historians” by investigating historical topics of their choice through extensive primary and secondary source research. Working individually or collectively, students use their research to develop original historical interpretations that are presented in exhibits, performances, documentaries, and papers. This session will explain National History Day (and its Illinois partner, History Fair), and help participants understand the research needs of students. Ideas on how institutions can open the doors of their collections to students and their teachers, form partnerships with history education organizations, and prepare these special historians for the particular needs of archival institutions will be shared. Archivists and librarians who work with NHD/History Fair students are encouraged to share their best practices with participants.

Instructors: Crystal Johnson and Lisa Oppenheim, Chicago Metro History Education Center

Technology Lane:



Outreach with Audiovisuals

Archivists sometimes are faced with reels of moving image film that come with manuscript collections or from various departments on campus. Their first thought is usually, “What do I do with this? I have no idea what to do with this film.” This session will provide information on such things as how to identify and preserve film, how to make it accessible, how film can be used for outreach, and why archivists should have use agreements and fee schedules for moving image film.

Instructors: Mary Huelsbeck, University of Wisconsin–Milwaukee
Louise Pfothenauer, Neville Public Museum of Brown County





8:30 A.M.–10:00 A.M.

Help!



Managing Student Assistants in Archives

In many smaller archives, undergraduate student assistants are called on to complete many of the tasks traditionally assigned to archivists, including providing reference service, accessioning and processing collections, and helping implement grant-funded projects. For the archivist, the training and close supervision of these employees is an essential and significant investment. Learn techniques for teaching and mentoring students and enhancing their productivity (and yours!), and discuss the rewards and challenges of managing a student workforce in your archival repository.

Instructors: Anke Voss, Illinois Wesleyan University
Rachel Vagts, Luther College, Decorah, Iowa

Help!



Successful Project Management: A Practical Approach

This workshop focuses on project-management techniques for cultural heritage institutions, with an emphasis on grant-funded projects. The workshop will cover the three phases of project management: project planning, implementation, and wrap-up. Topics include establishing goals and objectives, organizing and managing a project team, budgeting, quality control, reporting, and closing a project. First-time project managers and archivists in supervisory positions are encouraged to attend.

Instructor: Angela O’Neal, Digital Projects Manager, Ohio Historical Society

Help!



Interinstitutional Cooperation: Grants

This workshop focuses on the development of the on-line Encyclopedia of Chicago, including a discussion of the participants, collections, and efforts required to coordinate a project among three institutional partners. Hundreds of contributors and staff created the Encyclopedia, using thousands of historical resources from numerous repositories throughout the Chicago metropolitan area. The workshop will cover the challenges involved in developing productive, inclusive partnerships that can result in unprecedented metropolitan history.

Instructor: Sarah Marcus, Encyclopedia of Chicago Project Director, Chicago Historical Society



10:30 A.M.–12:00 P.M.

Information Fair

You weren’t able to attend all the sessions you wanted? And for the session you did attend, did you run out of time to ask an instructor your follow-up question? Well, MAC’s got your back! Our first-ever Information Fair brings all the instructors from every session back together for last-chance, face-to-face consultations. You can also view student posters on current graduate research, reflect with your colleagues on the past few days, and qualify for useful door prizes! The Information Fair will be the perfect cap to the meeting, so don’t miss it!



REGISTRATION FORM: MIDWEST ARCHIVES CONFERENCE

Annual Fall Meeting, September 29–October 1, 2005
Indiana Memorial Union
900 East Seventh Street, Bloomington, IN 47405

Please complete this form and the schedule checklist on the next page and send it with your check, made payable to “Midwest Archives Conference,” to:

Stephen Towne, Assistant University Archivist, IUPUI University Library,
755 West Michigan Street, Indianapolis, IN 46202

Advance mail registration must be postmarked by September 2, 2005. Registrations submitted by mail will not be accepted after September 16, 2005; after that date, you must register on site. Requests for refunds must be made in writing and postmarked by September 16, 2005. Your receipt will be included in your conference packet at the on-site registration desk.

Name _____

Institution _____

Address _____

Phone number _____

E-mail _____

Are you a MAC member? Yes No Please indicate how you heard about this meeting:

Is this the first time you have attended a MAC meeting? Yes No

Registration Fees

| | |
|--|-------------|
| Advance registration for MAC members (postmarked by September 2) | \$ 50 _____ |
| Advance registration for nonmembers (postmarked by September 2) | \$ 60 _____ |
| Advance registration for students (postmarked by September 2) | \$ 35 _____ |
| Post-September 2 and on-site registration for MAC members | \$ 60 _____ |
| Post-September 2 and on-site registration for nonmembers | \$ 70 _____ |
| Post-September 2 and on-site registration for students | \$ 45 _____ |

Tours (filled on a first-come, first-served basis)

| | |
|---|--|
| Auxiliary Library Facility Tour | FREE (indicate number attending) _____ |
| IMU Ghost Walk Tour (Thursday, September 29, 8:30 P.M.) | Adult \$5 each _____ Child \$3 each _____ |
| IMU Ghost Walk Tour (Friday, September 30, 8:30 P.M.) | Adult \$5 each _____ Child \$3 each _____ |
| IMU Ghost Walk Tour (Friday, September 30, 10:00 P.M.) | Adult \$5 each _____ Child \$3 each _____ |
| Old Crescent Walking Tour | FREE (indicate number attending) _____ |
| The Kinsey Institute/Archives of Traditional Music Tour | FREE (indicate number attending) _____ |

Workshops (filled on a first-come, first-served basis):

| | |
|---|-------------|
| SAA Workshop: Describing Archives: A Content Standard (DACS) (register directly with SAA) | |
| Caring for Artifacts in Your Collections | \$ 40 _____ |
| Manuscript and Print Collection Hands-On Repair | \$100 _____ |

Total Amount Enclosed: \$ _____

Remember to fill out the checklist on the reverse side of this form!



WORKSHOPS, TOURS, SESSIONS, AND SPECIAL EVENTS CHECKLIST

Please check the events you plan to attend. Workshops and tours will be filled on a first-come, first-served basis.

Wednesday, September 28

- 9:00 A.M.–5:00 P.M. _____ SAA Workshop: Describing Archives: A Content Standard (DACs)
2:00 P.M.–4:00 P.M. _____ Tour: Auxiliary Library Facility (ALF)

Thursday, September 29

- 8:00 A.M.–12:00 P.M. _____ MAC Council Meeting
8:30 A.M.–12:00 P.M. _____ Workshop: Caring for Artifacts in Your Collections
8:30 A.M.–12:00 P.M. _____ Workshop: Manuscript and Print Collection Hands-On Repair
9:00 A.M.–11:00 A.M. _____ Tour: Walking Tour of the Old Crescent
10:30 A.M.–12:00 P.M. _____ Tour: Kinsey Institute/Archives of Traditional Music
1:30 P.M.–3:00 P.M. _____ Plenary Session: Archival Education in the Twenty-First Century
3:30 P.M.–5:00 P.M. _____ Essentials Lane Session: Appraisal Essentials
3:30 P.M.–5:00 P.M. _____ Focus Lane Session: Collection Development “Policies, Practices, Promises, and Pitfalls”
3:30 P.M.–5:00 P.M. _____ Technology Lane Session: Collecting and Appraisal: The Archives and the Institutional Repository
6:00 P.M.–8:00 P.M. _____ Opening Reception at the Mathers Museum of World Cultures
8:30 P.M.–9:30 P.M. _____ Tour: IMU Ghost Walk

Friday, September 30

- 8:30 A.M.–10:00 A.M. _____ Essentials Lane Session: Arrangement and Description Essentials
8:30 A.M.–10:00 A.M. _____ Focus Lane Session: Arrangement and Description: Keep Up with the Life Cycle: Archival Arrangement and Reference Strategies within Shifting Organizational Hierarchies
8:30 A.M.–10:00 A.M. _____ Technology Lane Session: Arrangement and Description: Developing New Archival Tools for Digital Projects
9:30 A.M.–3:30 P.M. _____ Vendor Fair
10:00 A.M.–10:30 A.M. _____ Break
10:30 A.M.–12:00 P.M. _____ Essentials Lane Session: Preservation Essentials
10:30 A.M.–12:00 P.M. _____ Focus Lane Session: Preserving Scrapbooks in the Archives
10:30 A.M.–12:00 P.M. _____ Technology Lane Session: Preservation: Risk Assessment for Audio Collections: Using the Field Audio Collection Evaluation Tool (FACET) to Prioritize Preservation
1:30 P.M.–3:00 P.M. _____ Essentials Lane Session: Access and Use Essentials
1:30 P.M.–3:00 P.M. _____ Focus Lane Session: Access and Use: Balancing Research Interests and Archives
1:30 P.M.–3:00 P.M. _____ Technology Lane Session: Access and Use: Designing Your Web Site for Users
3:00 P.M.–3:30 P.M. _____ Break
3:30 P.M.–5:00 P.M. _____ Essentials Lane Session: Outreach Essentials
3:30 P.M.–5:00 P.M. _____ Focus Lane Session: Outreach: White Gloves and Kid Gloves: Working with National History Day Students in the Archives
3:30 P.M.–5:00 P.M. _____ Technology Lane Session: Outreach with Audiovisuals
6:00 P.M.–8:00 P.M. _____ New Members’ Dinner
6:00 P.M.–8:00 P.M. _____ Restaurant Tours
8:00 P.M.–11:00 P.M. _____ Bowl-A-Rama
8:30 P.M.–9:30 P.M. _____ Tour: IMU Ghost Walk
10:00 P.M.–11:00 P.M. _____ Tour: IMU Ghost Walk

Saturday, October 1

- 8:30 A.M.–10:00 A.M. _____ Help! Session: Managing Student Assistants in Archives
8:30 A.M.–10:00 A.M. _____ Help! Session: Successful Project Management: A Practical Approach
8:30 A.M.–10:00 A.M. _____ Help! Session: Interinstitutional Cooperation: Grants
10:00 A.M.–10:30 A.M. _____ Break
10:30 A.M.–12:00 P.M. _____ Information Fair





MAC MEMBERSHIP FORM

Name _____ Phone _____

Institution _____ Fax _____

Title _____ E-mail _____

Business Address _____

City/State _____ Zip Code _____

Mailing Address (if different from above) _____

New Membership

Change of Address

Renewal

Membership fees: \$30 Individual, \$60 Institutional. Membership year runs from January to December. Make checks payable to Midwest Archives Conference. Mail check and this form to Brenda L. Burk, Philanthropic Studies Archivist, IUPUI University Library, 755 W. Michigan Street, Indianapolis, IN 46202.

2005 Fall Meeting



**Mark you calendars NOW for MAC's next annual meeting:
April 27-29, 2006, in Bloomington-Normal, Illinois. Be there or be square!**



The Old McLean County Courthouse, photographed in 1903, is an American Renaissance-style structure situated in the heart of Bloomington, Illinois. Today it is home of the McLean County Museum of History and is the MAC reception site in April 2006. See you there! (Photo courtesy of the McLean County Museum of History.)



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