of the following people and organization were also received: Dr. Leonidas H. Berry (b. 1902), a specialist in internal medicine, and his father, Rev. Llewellyn Longfellow Berry (1876-1954) of Virginia, an African Methodist Episcopal Church pastor and Secretary of Missions; Earl B. Dickerson (1891-1986), attorney, insurance company executive, Chicago alderman, civil rights activist, leader in Chicago's black community; the Women's Bar Association of Illinois; Jessie Bross Lloyd (1844-1904) and her husband Benry Demarest Lloyd (1847-1903). attorney and "muckracking" journalist.

Also received were substantial additions to these collections: the Illinois Manufacturer's Association; Leadership Council for Metropolitan Open Communities; the Northwest Community Organization; and the interviews of Chicago journalists conducted by students at Northwestern University's Medill School of Journalism.

SESSION REPORTS -- SPRING 1987

AUTOMATION: COSTS AND BENEFITS

Reported by Lisa Weber

Over seventy-five people attended the session examining the costs and benefits of automating archival description. The speakers focused on three different automation projects all of which used the MARC format for Archival and Manuscripts Control (AMC).

Jim Carson, Acting Director of the Chicago Board of Trade (CBOT) Archives Project at the University of Illinois at Chicago, discussed the CBOT project which uses the NOTIS local library system. Carson drew a sharp distinction between retrospective cataloging from finding aids and the UIC's implementation of the MARC AMC format for current cataloging. The CBOT project creates detailed-level record descriptions (box or folder) in NOTIS -- using the data base to create the "finding aid" (as apposed to cataloging from an already existing finding aid). Carson pointed out the benefit of better subject access but also wondered about the impact of MARC AMC projects, many of which are grant-funded and employ young and unseasoned archivists. Ultimately, Carson concluded that it is too early to discern the real costs and benefits.

Patricia Cloud, Assistant University Archivist at Northwestern University, spoke about information gathered from participants of the Research Libraries Group's retrospective conversion (RECON) project of existing records describing archival materials. Cloud discovered that although costs of creating MARC AMC records vary greatly across institutions, staff time is the most significant cost factor. And, the amount of staff time depends upon three factors: the integrity of the finding aid used to derive the catalog record; the length of time to complete authority work (the verification of names and subject headings in standard lists); and the experience of the staff with the MARC AMC format and the various standards used in conjunction with the format.

Eric Pumroy, Head of the Manuscripts Dept. at the Indiana Historical Society since 1979, recently wrote a $327,000

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grant proposal to NEH to modernize their finding aids and to automate their catalog using the MARC AMC format. If funded, the project will produce 3,200 MARC AMC records for about $100 per record. As with the RLG RECON project, a high percentage (90%) of this cost is staff time. Pumroy observed that it is not the actual automating that is so expensive, but the preparation because their manual system is so inadequate it needs to be entirely redone.

Pumroy sees several benefits to automating including the opportunity to examine and re-work the current finding aids system; more sophisticated searching capabilities; and ease of updating records. Using MARC AMC ultimately gives archives and manuscript repositories the possibility of integrating with the larger information community. Pumroy concluded with a discussion of possible funding sources for projects of this kind.

DISASTER AND RESPONSE: The Chicago Historical Society Flood and Its Implications for Future Disaster Planning

Reported by Richard Frieder

Participants discussed the July, 1986 flood of the basement of the Chicago Historical Society. In addition to works of art and artifacts, collections of newspapers and architectural records were severely damaged in the flood.

Janice McNeill outlined the flood's impact upon CHS library materials. Four hundred volumes of nineteenth and twentieth century newspapers were water damaged and required out-of-state vacuum freeze drying and, upon their return, cleaning. A microfilm camera and three microfilm readers needed replacement. The building's environment required stabilization and for a month the library was closed to researchers.

CHS staff, trustees, and outside conservators, responded to the disaster. McNeill pointed to lessons learned from the experience: the necessity of good working relationships among members of the staff; a thorough knowledge of an institution's storage areas and their contents as well as the location of collection records; and availability of a current list of names and telephone numbers of individuals to be contacted.

Scott LaFrance spoke of the flood's impact on the CHS Architectural Collection. Approximately one-twelfth of the collection of over 13,000 architectural drawings was damaged by water. Priorities were established to attend first to the wet original drawings, then to remove from the flooded basement the dry drawings and the film negatives duplicating collection items. As the drawings comprised a wide variety of inks, papers, and cloths, interleaving with newsprint was deemed essential to prevent sticking. The interleaved drawings were placed on pallets and immediately frozen to prevent mold growth. After a conservation specialist had been located, the drawings were freeze-dried to prevent additional bleeding and sticking. The bulk of the collection not damaged by the flood was moved to a warehouse in specially designed units on pallets. Drawings on mylar (polyester film) were not freeze-dried but were hand washed and air dried a CHS. At a warehouse a careful evaluation of damage to the drawings was made

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for the Society's insurance adjusters as well as for collection records. A great deal of time and effort was spent reorganizing and recataloging items when they returned from freeze-drying.

HIRING AN ARCHIVIST

Reported by Frederick L. Honhart

Three speakers spoke on procedural aspects of hiring of an archivist. Nancy Lankford of the Western Manuscripts Collections, University of Missouri-Columbia, spoke on the overall recruiting process. She noted the need to meet institutional requirements for positions, e.g. equal opportunity/affirmative action. Determining what the stated qualifications will be, how and where to advertise, reviewing applications, checking references, selection and follow-up paper work were other points discussed.

Laura Linard, Special Collections Division, Chicago Public Library, discussed what qualifications the hiring institution should look for in an archivist. She noted that requirements would vary depending upon the level of the position, degree requirements, training and experience, the nature of the institution, and the requirements of the specific position.

Lila Goff, Library and Archives Division, Minnesota Historical Society, spoke on the interview process, once the final selection of applicants is made. The desirability of having a structured process so that each candidate is asked the same questions was noted. A time schedule allows the candidate to know what to expect and helps the selection committee to pace itself. Regarding the dynamics of the interview, Ms. Goff noted the importance of first impressions, such as whether the candidate has familiarized him/herself with the institution, asks appropriate questions and his her interest in the position.

Following the papers there was a lively discussion between panelists and members of the audience which included many individuals who either were seeking positions or had recently obtained them.

HOW MANY MASTERS DOES THE RELIGIOUS ARCHIVIST SERVE?

Reported by Walter Osborn

Roger M. Dahl of the National Baha'i Archives discussed two issues. He first outlined the steps that the National Baha'i Archives is taking to increase its visibility and usefulness to its parent organization. The archives is developing an active research program whereby it it initiates contacts to provide information to offices in the organization to aid in their work and strategic planning. The archives is also working to educate offices to the services it can provide. The second issue concerned appraisal decisions and the need to protect the

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honor and dignity of individuals. This issue might have greater impact on religious archivists since the principles of religious organizations might influence the interpretation and practice of professional canons.

David A. Haury, director and archivist of the Mennonite Library and Archives, summarized the history of his institution to illustrate the administrative and financial factors which can influence an archivist in a denominational setting. Archives may find it difficult to compete with evangelism, missions, or relief programs for funding. Equal access is perhaps most difficult to achieve as religious organizations are sensitive to research which is potentially damaging to their mission. Finally, an archivist serving outside his or her own denomination or faith may face additional pressures. Nevertheless, Haury concluded that an archivist of a religious organization will face basically the same ethical and professional dilemmas as any other archivist.

Rev. Jerry Hiland, archivist of the Archdiocese of Cincinnati expressed the view that both religious and secular archivists have a professional responsibility to facilitate historical reflection. But the archivist working in a church archives has an additional responsibility to facilitate reflection on the gospel message.

Walter Osborn of the Historical Collection & Archives of the Moody Bible Institute noted that religious archivists serve also a community of believers and collect for this whole community not just its notable leaders. This community helps define not only the perimeter of a religious archives collection but also the nature of the collection. The convictions of the group may result in an ultimate meaning being given events overlooked by those outside the community. The community of believers require the preservation of records which may eventually show the "why" of what has occurred, and not just the "how." To serve this end one must know and empathize with the believer, his traditions, and values, though it may not be necessary for the archivist actually to be a member of the community.

GRANT WRITING FOR SUCCESS

Reported by Mary Janzen

Dennis East of the Ohio Historical Society discussed the work of the NHPRC: supporting records preservation broadly but favoring model, inter-institutional and regional projects and supporting some processing projects. He noted that state NHPRC boards have only advisory and recommendatory powers. East provided advice on proposal writing and mentioned the value of concise proposals featuring a plan of work, a statement of purpose, a description of the end product, and a budget.

Ann Bowers of Bowling Green State University based her remarks on her service on peer review panels at the NEH. She discussed the particulars of the review process and the composition of the review panels. She encouraged grant applicants to be concise and clear yet comprehensive in their writing and to watch for errors in grammar, spelling, and typing. Applicants should discuss their ability to support grants in terms of personnel, equipment, and supplies. Does the budget support the grant's intended result?

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Applications need conclusions to show continued institutional support and interest in the project. Applicants should highlight the importance of their project.

Katherine Corbett, Missouri Historical Society, enumerated points to consider in writing grant proposals beginning with prioritization of in-house needs. She advised careful research into funding agency guidelines and the acquisition of related sample proposals. Corbett emphasized the importance of clear and direct writing, avoiding jargon except for key phrases indicating that the proposal fits appropriate guidelines. She also encouraged applicants to describe past successes and to provide specific timetables for detailing the completion of project tasks. Project staff should be qualified and consultants should be people of stature. Finally, if a proposal fails to win funding, discern the reasons why, and consider possible revision and resubmission.

MANAGING LIBRARY AND/OR RARE BOOK MATERIALS FOR THE NON-LIBRARIAN

Reported by David Tambo

Richard Oram of the Canaday Center at the University of Toledo delivered a practical overview of library acquisitions and collection development emphasizing the antiquarian/out-of-print trade. He discussed the options facing an archives with a book collection including collection development and noted the utility of collection appraisals. He noted also the importance of context and user needs in collection development and advised that collections be built on existing strengths while not duplicating what may be readily at hand.

Brenda McCallum of the Popular Culture Library at Bowling Green State University spoke on technical services and preservation concerns. She enumerated options for the control of book and other collections and discussed the level of access most appropriate to the type of material, user needs, and institutional resources found in a given setting. She noted available systems for providing access to collections: from the physical arrangement of items, to manual inventories on card files, to computer-generated catalogs, to local and national online databases.

Edward Nelson of the Iron Range Research Center discussed the considerations affecting the acquisition of non-archival materials, i.e. whether they fall within an institution's collecting policy, whether researchers will look to the institution for them, and whether there are enough items to constitute a collection. He noted the importance of a system of access, the time required to create even a basic system, and the use of volunteers in creating such a system. Finally, outreach efforts are needed to inform key patrons of the existence of a collection.

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MERGERS AND SCHISMS: COPING WITH ORGANIZATIONAL CHANGE

Reported by Laurie Cadigan

Three speakers presented papers on their experiences coping with, and even profiting from, organizational change. Mary Ann Bamberger of the University of Illinois at Chicago spoke on the merger of two distinct archival programs as a result of the university's consolidation. The most important step in the consolidation process was the creation of a task force to develop recommendations and establish priorities. The work of the task force and the consolidation resulted in an increased commitment by the university to a strong archival program.

Greg Lennes of Navistar International, formerly International Harvester, gave some good advice on coping with financial disaster and massive organizational change. He stressed the need for flexibility and the possibility of special trusts to protect the integrity of a corporate history collection.

Finally, Elisabeth Wittman of the Lutheran Church in America discussed the impact on the archives when a number of religious institutions merge. A joint archives advisory committee recommended that a national church archives be established. She advocated that archivists be active participants in the process and to make the process of organizational change work for the archives.

PUBLISHING IN RELIGIOUS ARCHIVES

Reported by James Langford

John J. Grabowski spoke of the publications program of the Western Reserve Historical Society. The society has conducted for much of its 120 year history, an active publications program to fulfill its chartered purpose "to extend knowledge." While most of its publications have related to the history of the general northeastern Ohio area and to the society's collections, several have been specifically directed to the history of Cleveland's Jewish community. Issued in cooperation with Jewish agencies, these publications constitute both an outreach effort on the part of the society to a large and vital segment of its constituency, and an aspect of its archival program wherein the publications bring both attention and new collections to the society's library.

Abraham J. Peck of the American Jewish Archives noted that most religious archives in America do not have the financial means to enter into large and varied publication programs. But with creative thought and hard work, a succcessful publications program is possible. Such a program would emphasize the institution's holdings, potential audience, and ongoing contact with publishers, both religious and other.

Robert C. Wiederaenders, American Lutheran Church, pointed out that hardcover letterpress is not the only form of publishing open to archivists. Computer, film, and reprography are significant available options. The point of publishing is bringing information to the public whether it is done by the

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piece or by the thousand.

James Langford of the University of Notre Dame Press noted that in the past decade there have been important shifts in the kinds of books published by trade and scholarly publishers. These shifts should encourage archives to do their own publishing. The advent of desk-top publishing has made it possible for specialized publication programs to be cost-effective. He cautioned archival publishers to be conservative about print runs, to charge enough to cover all costs, and to use free publicity and targeted direct mail to sell publications.

RELIGIOUS ARCHIVES IN THE U.S.: AN HISTORICAL OVERVIEW

Reported by Fannie Zelcer

Jane Busch of the Cleveland Jewish Archives at the Western Reserve Historical Society spoke on the history of Jewish archives in the U.S. This history begins in 1892 with the establishment of the American Jewish Historical Society, essentially a defense against anti-Jewish sentiment. Aside from the AJHS there was little activity in Jewish archives until World War II led to the transfer of major European Jewish archives to the U.S. and American Jews developed a new interest in their own history. This interest was evinced in the founding of the American Jewish Archives in 1947. During the 1960s and the 1970s the popularity of ethnic and local history resulted in the establishment of numerous local Jewish archives, a movement continuing today.

Conrad Borntrager, O.S.M., spoke briefly on the history of Catholic archives and focused on their recent growth and development. Signs of growth are the annual religious archives workshops, the archives project of the Leadership Conference of Women Religious, the beginning of the Catholic Archives Newsletter, and the growing number of Catholic archives reported in archival directories. Borntrager gave two chief reasons for this growth: the call by the Second Vatical Council for religious men and women for renewal according to the original charisma of their order. This required an historical consciousness and a return to the archives. The second was the bishops' statement on archives in 1974 in preparation for the bicentennial year. Some present areas of concern are: 1) lack of sufficient well-trained staff; 2) funding; 3) lack of consciousness on the part of Catholic dioceses and organizations to save records of historical importance; 4) inadequate storage facilities; and 5) from the user's viewpoint, the difficulty in locating archives and excessively cautious access policies.

Mary Schroeder's review of United Methodist archives emphasized in particular the archives of the Wisconsin Conference. The Wisconsin Conference United Methodist Church Archives has functioned since 1969 with the merger of the Wisconsin Evangelical United Brethren, the West Wisconsin Methodist, and the East Wisconsin Methodist Conferences. The Archives and Historical Library is housed with other administrative offices in the Church's Conference Center. The accessibility of the archives to these offices is an asset, both in acquiring donations and in the use of the facility. The archives is

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the depository for annual conference yearbooks, minutes of the boards and agencies, biographical materials on current and former ministers, histories of local churches, and records and papers from organizations and individuals related to the Wisconsin Conference. Much effort goes into assisting local churches in preserving their records. Historical awareness and consciousness of the of the value of conference records are increasing and the outlook for this archives is good.

UNIVERSITY HISTORY: HOW IMPORTANT IS IT AND HOW CAN IT BEST BE DOCUMENTED?

Reported by Raimund E. Goerler

Three panelists from academic archives answered four questions in a discussion format: how much priority should college and university archivists give to building "a window upon society;" should small colleges differ from large universities in the collecting missions of their archives; is it justifiable to devote more attention to documenting a "center of excellence;" and finally, what kinds of considerations should influence the decision to solicit and accept or reject the papers of a faculty member?

Academic archives generally serve three purposes: documenting the institution; supporting historical research; and providing education and enrichment opportunities by making people aware of the past. Within individual repositories there will be differences of emphasis because of the age and size of the institution and repository. Sometimes records can support all three kinds of purposes. It is the professional responsibility of the archivist to promote usage and access.

Large universities typically have more researchers who are subject specialists, while the small college may have more material about individual students and faculty. Nevertheless, all academic archives should be similar in general goals and purposes.

Distinguished faculty should attract the attention of archivists in pursuit of faculty papers. Nevertheless, archivists need also concern themselves with the quality of the materials collected as well as the reputation of the creator. One should be wary of political dangers in identifying "centers of excellence."

At some universities the large number of professors necessitates the solititation of papers only from those faculty who have achieved the rank of professor. This approach, however, has the disadvantage of overlooking the committee files that may be in the possession of faculty who never became full professors.

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