

Spring Meeting, March 11-13, 2009
Duke University, Durham, NC



Wednesday, March 11

9:00-5:00 **Workshop:** MARC According to DACS: Archival Cataloging to the National Content Standard (SAA Workshop)
Instructor: Lynn Holdzkom, UNC-Chapel Hill
 Kathy Wisser, UNC-Chapel Hill
Location: Room 023, Bostock Library

Thursday, March 12

9:00-5:00 **Workshop:** Photographic Formats: Identification and Preservation for Archival Processing
Instructor: Stephen Fletcher, UNC-Chapel Hill
Location: Breedlove Room, Perkins Library

9:00-5:00 **Workshop:** MARC According to DACS: Archival Cataloging to the National Content Standard (SAA Workshop)
Instructor: Lynn Holdzkom, UNC-Chapel Hill
 Kathy Wisser, UNC-Chapel Hill
Location: Room 023, Bostock Library

9:00-5:00 **Workshop:** Electronic Records: Principles and Practice
Instructor: Seth Shaw, Duke University
Location: Smith Warehouse

4:30-7:00 **Reception**
Location: Biddle Rare Book Room, Perkins Library

Friday, March 13

8:30-9:00 **Meeting Registration & Coffee**
Location: Gothic Reading Room Lobby, Perkins Library

9:00-9:15 **Welcome**
Location: Gothic Reading Room, Perkins Library
Speaker: Robert L. Byrd, Associate University Librarian for Collections Services and Director of the Rare Book, Manuscript, and Special Collections Library

9:15-10:30 **Opening Plenary:** Love in the Archives: A Historian's Journey through America's Great Libraries
Location: Gothic Reading Room, Perkins Library
Speaker: David S. Cecelski, Ph.D., Independent Historian and Writer

Dr. Cecelski discusses the research process for his new book, a biography on Abraham Galloway who was a dashing young slave, abolitionist, and Union spy originally from Brunswick County. He will describe his research experience in over 50 archives and how this important work shaped his final product.

10:30-11:00

Break

11:00-12:00

Session I: Project Update: Endeca EAD Task Group

Location: Gothic Reading Room, Perkins Library

After the recent launch of the Search TRLN online public access catalog, the Triangle Research Libraries Network is exploring how to index finding aids from member institutions. Members of the Endeca EAD Task Group will discuss the tasks, challenges, and solutions for accomplishing this goal, as well as other access tools for EAD finding aids.

Speakers:

Derek Rodriguez, Program Officer, Triangle Research Libraries Network
Noah Huffman, Archivist for Metadata and Encoding, Special Collections
Library, Duke University

Russell Koonts, Director and Archivist, Duke University Medical Center
Archives

Dawne Howard Lucas, Head of Technical Services, Duke University Medical
Center Archives

Linda Sellars, Head of Technical Services, Special Collections Research Center,
North Carolina State University

12:00-1:00

Catered lunch

Location: Gothic Reading Room Lobby, Perkins Library

1:00-1:30

Business Meeting

Location: Gothic Reading Room, Perkins Library

1:30-3:00

Presentation of the C. David Jackson Award

Location: Gothic Reading Room, Perkins Library

Session II: SNCA at 25: A Presidential Perspective

Location: Gothic Reading Room, Perkins Library

SNCA is now 25 years old, and like all 25-year-olds, has grown and changed during its lifetime. A panel of past SNCA presidents will discuss the roles they played during their terms, and how they helped shape the organization.

Speakers:

Chris Meekins, North Carolina State Archives, SNCA President 2008-2009

Gwen Erickson, Guilford College, SNCA President 2005-2006

Jason Tomberlin, UNC-Chapel Hill, SNCA President 2004-2005

Ed Morris, Wake Forest Birthplace, SNCA President 2001-2002

Ed Southern, North Carolina State Archives, SNCA President 1992-1993
Madeline Perez, UNC-Charlotte, SNCA President 1986-1987

3:00-3:15

Break

3:15-4:45

Session III: The Sky is NOT Falling: How to Keep Your Institution Afloat in a Bad Economy

Location: Gothic Reading Room, Perkins Library

The economy is going downhill, and unlike the banking industry, the archives and special collections “industry” isn’t going to receive a bailout from the government! Participants during this session will discuss their solutions during these hard times.

Speakers:

Jan Blodgett, College Archivist and Records Management Coordinator,
Davidson College

Sarah Koonts, Head, Collection Management Branch, North Carolina State
Archives

Richard Szary, Director, Wilson Library, UNC-Chapel Hill

4:45-5:00

Closing Remarks

Location: Gothic Reading Room, Perkins Library

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**WORKSHOP REGISTRATION-March 12, 2009
(Registration Deadline-March 1, 2009)**

I am attending the Photographic Formats: Identification and Preservation for Archival Processing workshop: \$15 (see page 8 for location information)

This introductory workshop will cover material on photographs as physical objects, the history of the primary 19th and early 20th century photographic formats commonly seen in local and regional collections, and environmental and storage materials requirements. The last portion of the workshop is “free-form” based upon materials brought by participants for identification and group discussion.

This workshop will introduce archivists unfamiliar with photography to the types of material commonly found in collections and the preservation and processing issues associated with them.

Stephen Fletcher is the photographic archivist for the North Carolina Collection at the University of North Carolina at Chapel Hill. He previously has taught this workshop for the State Historical Records Advisory Board (SHRAB)

I am attending the Electronic Records: Principles and Practice workshop: \$15 (Attendance limited to 8 participants. See page 8 for location information)

This workshop will provide an introduction to electronic records and bootstrapping an electronic records program even with little to no preexisting technical experience or IT support.

The workshop will be split into two portions. The morning session will focus on the theory (principles) of electronic records. The afternoon session will focus on developing policies and using existing tools for working with electronic records.

The morning session is aimed at those who need an introduction or refresher on electronic records theory. The afternoon session is aimed at anyone who is investigating how to implement an electronic records program at their institution or would like an overview of existing tools (no technical ability is expected or required.)

Seth Shaw is the Electronic Records Archivist at Duke University, where he implements the electronic records initiative of the Duke University Archives and the Rare Book, Manuscript, and Special Collections Library (RBMSCL).

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FRIDAY MEETING REGISTRATION

Early Bird (by March 1)

_____ **\$35.00** SNCA Members
_____ **\$60.00** Non-SNCA Members
(includes one-year membership)*
_____ **\$17.50** Students (full-time)

Late Registration (after March 1)

_____ **\$40.00** SNCA Members
_____ **\$65.00** Non-SNCA Members
(includes one-year membership)*
_____ **\$20.00** Students (full-time)

_____ **\$100.00** Vendor registration

Thursday Reception: (Check all that apply)

- I will attend reception Thursday evening at Perkins Library (No charge for admission if registered for meeting)
 I will bring a guest to the reception. (Add \$5.00 for each guest)

Friday Lunch (please choose one):

- Turkey Bacon Club White Bean Spread Black Forest Ham and Swiss Mozzarella Tomato Stack

Total Amount Enclosed: \$ _____

Receipts will be provided at the registration table.

*Paying the Non-SNCA Member fee? Your registration fee includes a one-year membership! Please visit <http://rtpnet.org/snca/member/join.html> to complete your registration!

PAYMENT INFORMATION

Make checks payable to the Society of North Carolina Archivists.

**And mail to: Society of North Carolina Archivists
 P.O. Box 20448
 Raleigh, NC 27619**

Online registration using PayPal is available on our website at www.ncarchivists.org

- I do not wish to have information on my mailing label placed on SNCA web site directory

Name: _____

Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ *E-mail: _____ *(required for workshops)

**MARC According to DACS: Archival Cataloging to the National Content Standard
March 11-12, 2009
(Registration through SAA only. Registration Deadline-February 12, 2009)
(see page 8 for location information)**

An archivist who currently creates or anticipates creating cataloging records for archival collections won't want to miss this extensive two-day workshop. Besides a review of the most common MARC fields used in archival cataloging, the workshop also contains information about the relationship between archival MARC and *Describing Archives: A Content Standard* (DACS), full MARC 21 coding, and a subject analysis and authority work as they apply to archival cataloging.

Upon completing this workshop participants will have:

- Learned to identify the sources of information for a archival MARC 21 record, specific MARC 21 coding used in archival cataloging, and the relationship of archival cataloging records to other archival description and to bibliographic utilities;
- Discussed cross-walking from Archives, Personal Papers, Manuscripts (APPM), and Encoded Archival Description (EAD) to MARC 21; and
- Acquired the ability to create fully viable MARC 21 records for archival materials.

This workshop includes lecture, hands-on, and discussion components. Examples provided by the workshop leaders and by the participants themselves will enable them to leave the workshop feeling competent in constructing MARC 21 records in your own environment.

Who should attend? Anyone who currently creates or anticipates creating MARC 21 or MARC-style cataloging records for their archival collections.

When asked ***“what aspect of the workshop was most valuable to you?”*** participants replied:

- “This demystified the process. Makes use of archives as historians easier. Enhanced appreciation of the process.” –*Arthur T. Tatum*
- “I appreciated the large number of examples from real world materials. It was a large amount of info to take in but the materials are well-organized and I expect to be able to use them as references without a problem” –*Jaime Margalotti*
- “Handouts! The workbook with notes and PowerPoint slides is such a wonderful resource, especially since I'm likely to have to explain all this to my co-workers. It's also helpful to hear from two different instructors with different opinions and experiences.”
- “Layout of principles/concepts followed by helpful guided discussion. It was a very comfortable and non-threatening way to learn.” –*Scott Christensen*
- “Field by field discussions, because of detail and opportunity to bring up specific scenarios.” –*Cheryl Walters*

Attendance limited to 30

Registration Fees* (Registration through SAA only. Registration Deadline-February 12, 2009):

Members: \$285 (Early)/\$335 (Regular)

Employees of Member Institutions: \$325 (Early)/\$375 (Regular)

Nonmembers: \$365 (Early)/\$415 (Regular)

***Workshop fee includes** the SAA publication, *Describing Archives: A Content Standard* (a **\$35 value**).

Lynn Holdzkom is the Head of Technical Services at Wilson Library, University of North Carolina in Chapel Hill. She has taught several courses through SAA, including “Archival Cataloging as a Component of Description,” a two-day workshop offered to archival and library groups across the country, 1999-2003, and served on the SAA committee that produced *Describing Archives: A Content Standard* (2004). She also teaches archival description at the School of Information and Library Science at UNC-Chapel Hill.

Kathy Wisser is the Director of Instructional Services at the School of Information and Library Science at the University of North Carolina at Chapel Hill, where she is completing her dissertation for her PhD. She was formerly the NC ECHO Metadata Coordinator, during which time she taught metadata courses throughout North Carolina. She has also taught numerous courses and workshops through SAA, SNCA, and the School of Information and Library Science at UNC.



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Reception Information: The reception will be held in the Biddle Rare Book Room in Perkins Library. There is no charge for the reception if you register for Friday's meeting. If you would like to bring a guest to the reception or register separately for the reception, the cost is \$5 per person.

Directions, Parking, and Accommodations:

Please visit <http://library.duke.edu/specialcollections/about/directions.html> for directions and information about hotels and parking.

A map of the library is available at <http://library.duke.edu/about/libraries/perkins-bostock-floors.pdf>.

Special Notes:

SNCA would like to extend a very special thank you to the Duke University Archives for its generous donation to support the meeting.

C. David Jackson Memorial SNCA Meeting Scholarship

The Society of North Carolina Archivists (SNCA) offers a scholarship of up to \$500 for the purpose of allowing an individual to attend the society's spring meeting and pre-conference workshops. Scholarship funds may be used for meeting registration, workshops, lodging, meals and travel expenses. A one-year membership in SNCA will also be included with the scholarship. Application information is available at http://www.ncarchivists.org/awards/jackson_form.html. **Submissions must be received by February 20, 2009 (e-mail to chris.meekins@ncdcr.gov).**

Workshop Locations

MARC According to DACS: Archival Cataloging to the National Content Standard (SAA Workshop):
Room 023, Bostock Library

Bostock Library is connected to, and accessible from, Perkins Library. Please refer to <http://library.duke.edu/about/libraries/perkins-bostock-floors.pdf>. Bostock 023 is the Library Classroom located on Level L1/Basement.

Photographic Formats: Identification and Preservation for Archival Processing: Breedlove Room, Perkins Library

Please refer to <http://library.duke.edu/about/libraries/perkins-bostock-floors.pdf>. The Breedlove Room is on the second floor.

Electronic Records: Principles and Practice: Smith Warehouse

The Smith Building is located on the corner of W. Main Street and Buchanan Blvd, and houses all technical services functions of Perkins/Bostock Library. Please refer to <http://map.duke.edu/building.php?bid=7261>. There is visitor parking available in front of warehouse after you turn in from W. Main Street. Attendees will receive additional information about via email.



NOMINATIONS REPORT

The Nominating Committee:

Jan Blodgett, Chair
L. Teresa Church
Ray Christian

submits the following slate of candidates for consideration at the annual business meeting:

VP/President Elect	Elizabeth Preston, North Carolina State Archives
Secretary	Simms Toomey, Appalachian State University
Membership	Alston Gentry, North Carolina State University
Electronic Resources	Jessica Sedgwick, UNC-Chapel Hill
Member at Large	Michelle Belden, UNC-Greensboro
Member at Large	Holly Smith, UNC-Chapel Hill

AMENDMENT PROPOSAL

Dear SNCA Member,

A proposal to amend the constitution has been made. According to the SNCA constitution

Amendments to the Constitution must be proposed in writing by at least five (5) members of the Society and filed with the secretary. Copies of the proposed amendments shall be put before the membership by mail referendum within twenty-one (21) days of the filing of the amendment. Completed ballots must be returned to the secretary within forty-five (45) days of the date of mailing. Three fifths (3/5) of the votes cast by referendum shall constitute a majority for the passage of an amendment.

Article V(A) of the SNCA Constitution states:

V. MEETINGS

- A) The Society shall meet semi-annually in the spring and in the fall in order to transact any business to come before it and to provide a program of general interest to the members. The annual business meeting shall be held at the spring meeting. Written notice of the spring and fall meetings shall be mailed to the membership at least forty-five (45) days in advance.

The proposed amendment is as follows:

V. MEETINGS

A) The Society shall meet annually in the spring in order to transact any business to come before it and to provide a program of general interest to the members. The annual business meeting shall be held at this meeting. Written notice of the spring meeting shall be mailed to the membership at least forty-five (45) days in advance.

This proposal is based on the responses of a survey conducted by the Executive Board in 2008, and was submitted by Dawne Howard Lucas, Cat McDowell, Chris Meekins, Karen Paar, and Adonna Thompson, all of whom are members in good standing.

The proposal is now before you, the membership. As stated above you have 45 days from the date of mailing, January 27, 2009, to return the ballots to me at:

Dawne Howard Lucas
Head, Technical Services
Duke University Medical Center Archives
DUMC 3702
Durham, NC 27710

OR

Via email – dawne.lucas@duke.edu

OR

You may submit your vote at the annual business meeting on March 13, 2009.

Each member is entitled to **one** vote.

Respectfully submitted,

Dawne Howard Lucas
SNCA Secretary

Detach here and mail portion below:

_____ I agree with the proposed amendment.
_____ I disagree with the proposed amendment.