

Annual Spring Meeting April 24–26, 2003

Hyatt Regency Crown Center
Kansas City, Missouri



*Kansas City welcomes the annual Priest of Pallas Parade, ca. 1895.
Western Historical Manuscript Collection–Kansas City.*

The Meeting at a Glance



*President Truman, Secretary of State George C. Marshall, Paul G. Hoffman of the Economic Cooperation Administration, and Ambassador W. Averell Harriman discuss the European Recovery Program in the White House Oval Office, 1948.
Truman Presidential Museum & Library.*

Program Committee

Michele Christian, Tamar Chute, Nancy Kundy (cochair), Christopher Prom, Joshua Ranger, Becky Schulte, Rachel Vagts (cochair), Elizabeth Wittman

Local Arrangements Committee

David Boutros (cochair), Nancy Hulston, Denise Morrison, Jerry Motsinger, Alan Perry, Ann Schultis, Amy Williams (cochair)

MAC On-Line

For an electronic version of this program and additional information about the spring conference in Kansas City and about MAC, visit <www.midwestarchives.org/>.

The Meeting at a Glance

When

April 24–26, 2003. Preconference workshops will take place April 23 and April 24.

Where

Kansas City welcomes MAC to its renowned Crown Center district with its variety of restaurants, shops, and attractions.

Local Weather

Kansas City's spring weather can be beautiful or horrid: plan accordingly. Locals have a long-standing joke about the weather. When someone asks, "What's the weather like?" the proper response is, "Just give it a minute. It'll change." April's temperature usually varies between 43°F and 65°F and April showers are common, though the Local Arrangements Committee is doing its best to assure sunny skies.

Tourism Information

Kansas City today is a sprawling metropolis straddling the Kansas-Missouri state line, yet it retains some of its small-town atmosphere with lots of parks and rolling hills. It's famous for its steaks, barbeque, jazz, and rich frontier history. While visiting, don't miss the headquarters of Hallmark Cards and its visitor center, offering 85 years of Hallmark history. The Convention and Visitors Bureau of Greater Kansas City at <www.visitkc.com/> can tell you more.

Accommodations

Hyatt Regency Crown Center, 2345 McGee Street, Kansas City, MO 64108. For reservations: 800-233-1234. For other information: 816-421-1234; fax: 816-435-4190; <<http://www.crowncenter.hyatt.com/property/>>.

Room Rates

MAC has a block of rooms reserved at special rates (plus 14.475% tax): single occupancy: \$85 per night; double occupancy: \$110 per night; triple and quadruple occupancy: \$125 per night. (Regency Club and Business Plan accommodations are available with additional charges.) **Be sure to indicate that you are with MAC when making your reservation.**

Room availability and rates are guaranteed through March 21, 2003. Reservations received after that time will be accepted on a space- and rate-available basis. Cancellations must be received by 3:00 P.M. on the day of arrival. Check-in time is after 3:00 P.M.; checkout is 11:00 A.M.

The Hyatt Regency Crown Center is a AAA, four-diamond, luxurious 42-story hotel featuring 731 guest rooms, 42 suites, and business plan, Gold Passport, and Regency Club accommodations. The Hyatt Regency's central location in Kansas City is just minutes from the Country Club Plaza, Westport, KCI International Airport, and River Market. It connects via an enclosed walkway (the "Link") to the Crown Center, a shopping complex with more than 80 shops and restaurants, two live theaters, a movie theater, and an ice skating rink. The Link also extends to historic Union Station and Science City. The Hyatt offers guests a heated, all-

The Meeting at a Glance (continued)

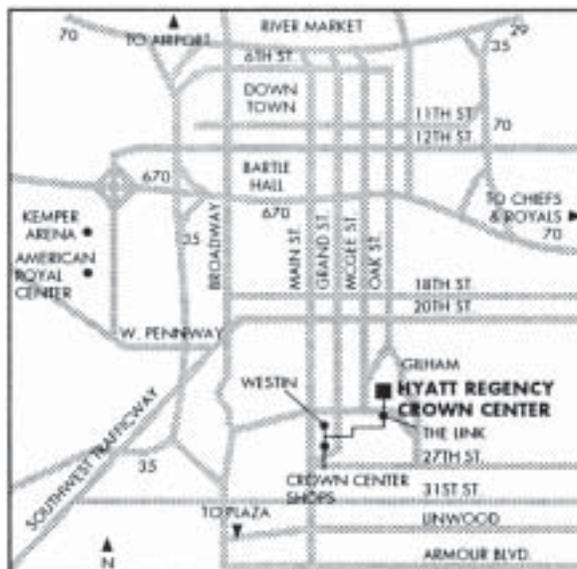
season, outdoor, free-form pool with sundeck, whirlpool, and sauna, as well as a health club. For your in-hotel dining and entertainment, the Peppercorn Duck Club offers continental cuisine for lunch and dinner. Skies, a revolving rooftop restaurant (dinner only) and lounge, boasts wonderful steak and seafood dishes, with a panoramic city view. The Terrace Restaurant is conveniently open for breakfast and lunch, serving sandwiches and salads in an atrium setting; Spectators, a big-screen TV sports bar, is open for lunch, dinner, and late-night snacks.

Transportation and Parking

The Hyatt Regency is connected to the North Parking Garage of the Crown Center, which holds 650 self-parking spaces and 150 valet spaces. Parking for overnight guests is \$12.50, Sunday through Thursday, and \$10 Friday and Saturday. Short-term self-parking is charged at an hourly rate. Valet parking is available.

From the airport: The trip to Crown Center takes about 30 minutes and costs about \$35 one way by taxi. The Hyatt recommends KCI Shuttle (\$14 one way, \$22 round-trip with Shuttle Buck, available at <www.midwestarchives.org/> from the Local Arrangements cochairs). Purchase tickets at a KCI Shuttle ticket counter (two in each terminal) or from the KCI Shuttle driver, or dial 5000 on one of the white courtesy phones scattered throughout each terminal and the Shuttle Service Desk will help you.

By car:



From KCI Airport: Take I-29 South from the airport to US 169 South. Take Broadway over the bridge and proceed on Broadway. Turn left on 20th Street. Follow 20th Street to McGee Street and turn right onto McGee. The Hyatt is on the left.

From I-70

East: Follow I-70 East to I-670 East. Continue on I-670 East to I-35 South. **West:** Follow I-70 West to I-35 South.

From I-35 South take the 20th Street exit. Turn left onto 20th Street and drive 6 blocks to McGee Street. Turn right onto McGee Street. The Hyatt is 3 blocks down on the left.

The Meeting at a Glance (continued)

From I-35

North: Follow I-35 North to the Broadway exit. Turn right onto Broadway to Pershing. Turn left onto Pershing to McGee Street. **South:** Follow I-35 South to 71 Hwy. South exit. Continue south on 71 Highway. Exit onto 22nd Street. Turn right on 22nd and continue to Oak Street. Turn right on Oak Street. Make a quick left onto Gilham Road and continue to McGee Street.

Turn left on McGee Street. The Hyatt is on the left.

From Highway 71

North: Exit on 22nd Street. Turn left onto 22nd and continue until you come to Oak Street. Turn right on Oak Street. Make a quick left onto Gilham Road and continue to McGee. **South:** Exit on 22nd Street. Turn right onto 22nd and continue until you come to Oak Street. Make a quick left onto Gilham Road and continue to McGee.

Turn left on McGee. The Hyatt is on the left.

Roommate Matchup

A list of attendees searching for roommates for the conference will be maintained and distributed to interested parties. Please forward your contact information (name, telephone number, and E-mail address), roommate preference (male/female, smoking/nonsmoking), and dates a roommate is needed to David Boutros (BoutrosD@umkc.edu or 816-235-1543) by March 21, 2003, if you wish to use this service.

Child Care

Need to arrange child care during the meeting? Call TLC Childcare Services at 913-649-0807 or visit its Web site at <TLCKansasCity.com>.

Americans with Disabilities Act

MAC welcomes individuals with disabilities to participate in its activities. If you have a visual, aural, or other impairment that is defined as a disability under the Americans with Disabilities Act, please contact one of the Local Arrangement Committee cochairs to discuss your needs.

Special Events

The Opening Plenary Presentation, Thursday, 1:30 P.M., will feature Julie Herrada of the University of Michigan's Labadie Collection. She will speak about "The Archival Fringe: Collecting the Papers of the Marginalized and Stigmatized." Join your colleagues this evening at the New Members' Dinner or on a tour to one of KC's fine eating establishments. On Friday, attend the Awards Luncheon and the evening reception at the Truman Presidential Museum & Library in Independence, Missouri. The conference will conclude with a closing plenary presentation at 10:30 A.M., Saturday, with Peter Hirtle, president of SAA, and Juanita Skillman, president of ARMA, discussing "Crafting a Unified Message: Outreach and Other Shared Issues."

The Meeting at a Glance (continued)

Tours

The Local Arrangements Committee has planned a variety of tours to show off some of Kansas City's best and to please our fellow MAC members. They include the Truman Library White House Decision Center, the NARA underground records center ("The Cave"), Linda Hall Library of Science, Engineering, and Technology, Nelson Atkins Museum of Art, the Hallmark Archives and Design Collections, a walking tour of the Country Club Plaza, and the ever popular tour of the Boulevard Brewery.

Workshops

Before the conference begins on Thursday afternoon, you may want to enroll in one of three special workshops offered Thursday morning by the MAC Education Committee. Topics are: "Genealogy and Local History Research Methods for Librarians and Archivists"; "Beginning an Imaging Program: Achieving Success and Avoiding the Pitfalls"; and "Records Management 101." Each workshop costs \$35 and enrollment is limited. See complete workshop descriptions, pages 13–15.

Sessions

Thanks to the hard work of the Program Committee, this year's meeting offers a wide range of sessions from which to choose. Among them are such topics as digitization, volunteer programs, managing Web sites, and working with diaries. Sessions begin Thursday afternoon, April 24, and continue through Saturday morning, April 26.

Vendor Fair and Coffee Breaks

Visit with vendors and learn about their products and services on Friday, April 25, from 9:30 A.M. to 4:00 P.M. Join other conference goers for refreshments at morning and afternoon coffee breaks sponsored by the Kansas City Area Archivists.

Advance Registration

As usual, advance registration for the spring meeting offers you savings. Register by March 21, 2003, and MAC members pay only \$45 (\$30 for students). Late and on-site registration cost \$55 (\$40 for students). Nonmembers must pay \$10 more in each category (e.g., on-site registration is \$65). The registration form is at the back of this program. Sign up now.

On-Site Registration

On-site registration will be open Thursday, April 24, and Friday, April 25, from 7:30 A.M. to 5:00 P.M., and Saturday, April 26, from 7:30 A.M. to 10:00 A.M.

Contacts

For more information and if you cannot access additional information on listed Web sites, contact the Local Arrangements Committee cochairs:

David Boutros
Western Historical Manuscript
Collection–Kansas City
302 Newcomb Hall, UMKC
5100 Rockhill Road
Kansas City, MO 64110-2499
816-235-1543 or
816-235-5500 (fax)
BoutrosD@umkc.edu

Amy Williams
Truman Presidential Museum & Library
500 W US Highway 24
Independence, MO 64050-1798
816-833-1400, ext. 252 or
816-833-4368 (fax)
Amy.Williams@nara.gov

Sponsors as of Press Time

MAC thanks the following organizations for generously supporting the spring meeting:

Boulevard Brewery

Harry S. Truman Library Institute

Kansas City Area Archivists

National Archives and Records Administration–Central Plains Region

Truman Presidential Museum & Library

Western Historical Manuscript Collection–Kansas City

MAC 2003 Fall Meeting

Come join us for the fall MAC meeting, October 23–25, in Dearborn, Michigan, at the Hyatt Regency Dearborn. You will be able to attend informative sessions and workshops, visit Henry Ford Museum & Greenfield Village, Henry Ford's Fairlane Estate, Ford Motor Company Archives, and many other attractions and archival repositories in the metropolitan Detroit area.

Special Events

Opening Plenary Presentation

When: Thursday, April 24, 1:30 P.M.–3:00 P.M.

What: Julie Herrada, University of Michigan, Labadie Collection, will present “The Archival Fringe: Collecting the Papers of the Marginalized and Stigmatized.” For details, see page 16.

New Members’ Dinner

When: Thursday, April 24, 6:00 P.M.–8:00 P.M.

What: Are you a new member of MAC? Make friends, widen your professional circle, and eat for free. This welcoming event, hosted by the Membership Committee, is open to members of less than one year and those attending their first meeting. Meet the committee members, other new members, and long-time MACers. Make sure to RSVP by checking “New Members’ Dinner” on the Workshops, Tours, Sessions, and Special Events Checklist. We will gather in the hotel lobby.

Restaurant Tours

When: Thursday, April 24, 6:00 P.M.–8:00 P.M.

What: Watch for the restaurant tour sign-up sheets near the registration desk. We’ll be sampling some of Kansas City’s popular eateries in the Crossroads-Midtown, Country Club Plaza, and Southwest Boulevard areas. Among the many, many places on our list is K.C. Masterpiece Barbeque, Manny’s (Mexican-American), Lidia’s Kansas City (Italian), O’Dowd’s Little Dublin (Irish), and Lulu’s Thai Noodle Shop (Asian). Buses will be available to get you to these locations and take you back to the hotel. If you would like to plan your own outing or want to read restaurant reviews, check out the information on the Kansas City spring meeting at <www.MidwestArchives.org>.

MAC Awards Luncheon

When: Friday, April 25, 12:15 P.M.–1:45 P.M.

What: Enjoy a delicious luncheon while we honor this year’s MAC award recipients. The luncheon is open to all participants for a separate fee of \$23. **Note: Registration, entrée choice, and payment are required by Friday, March 21, 2003 (see registration form).** There are three entrée choices: seared chicken in portobello mushroom Napoleon, roasted red pepper, and Montrachet sauce; medallions of pork rolled in pecans, roasted and sliced; and grilled portobello mushroom served with a medley of assorted grilled vegetables (vegetarian). All meals come with salad, rolls, rice, vegetables, dessert, and beverage. If you have special dietary requirements, please contact Amy Williams at the Truman Presidential Museum & Library (Amy.Williams@nara.gov; 816-833-1400, ext. 252).

MAC Reception

When: Friday, April 25, 6:00 P.M.–8:00 P.M.

What: Join your friends and colleagues for an evening at the Truman Presidential Museum & Library in Independence, Missouri. One of 10 presidential libraries operated by the National Archives and Records Administration, the Truman Library has been open to the public for over 40 years and has played host to presidents, prime ministers, royalty, and other dignitaries from around the world. Its research room has welcomed over 12,000 researchers interested in exploring the more than 14 million documents in the archives. During the reception both archives and education staff will be on hand to discuss the library's programs and to offer tours of the archives and the new White House Decision Center, an experiential learning center for student and adult groups. The museum exhibits will be open exclusively for MAC reception attendees on the evening of the reception. Heavy hors d'oeuvres will be served.

Buses to the Truman Presidential Museum & Library will depart from the hotel lobby beginning at 5:30 P.M.

We thank the Harry S. Truman Library Institute and the Truman Presidential Museum & Library for their generous sponsorship of the MAC Reception.

Closing Plenary Presentation

When: Saturday, April 26, 10:30 A.M.–12:00 P.M.

What: Peter Hirtle, president of SAA, and Juanita Skillman, president of ARMA, will comment on the development of a unified message and a proposed advocacy strategy.

After-Conference Fun

When: Saturday, April 26, 1:00 P.M.–3:30 P.M.

What: After-Conference Vintage Base Ball game

The Frontier Base Ball Club of Kansas City challenges the Gentlemen and Ladies of the Midwest Archives Conference to a match, Saturday, April 26, 2003, at the ball grounds (AKA Parade Park Field) north of the Negro Leagues Baseball Museum (1616 East 18th Street). Vintage baseballists attempt to recreate the game as it was played ca. 1845–1870.

Vintage Base Ball (always two words) is played by two sides of nine players. No gloves are worn, the ball is soft, and the underhanded pitching, or "feeding," is gentle. Equipment provided; 1860 rules may be found in your conference packet.

Transportation to the game, hot dogs, and other refreshments will be available.

Tours

All tours will depart from the hotel lobby at the start times listed in their descriptions.

Special thanks to the National Archives and Records Administration–Central Plains Region for sponsoring the transportation for the conference.

White House Decision Center, Truman Presidential Museum & Library 500 W US Highway 24, Independence, Missouri

When: Thursday, April 24, 8:00 A.M.–12:00 P.M.

What: Have you ever wanted to be the president of the United States? Secretary of State? Director of Central Intelligence? Come to the White House Decision Center at the Truman Presidential Museum & Library to take the roles of President Truman and his advisers as they struggle to decide what to do about the Soviet blockade of Berlin in 1948. This three-hour program begins with group members taking the roles of the president's advisers and examining pertinent original documents from the library's collection, then discussing the ideas and strategies they will want to recommend. Then the president will meet with his advisers to decide what to do and to prepare to address the American people. Finally, the president (elected by the group) delivers his or her statement at a press conference while others play reporters and ask questions. Learn more about the program at <www.trumanlibrary.org/whdc/index.html>.

Registration: Free. Minimum enrollment of 16 or tour will be canceled.

Federal Records Center ("The Cave") 5351 Lee's Summit Road, 200 Space Center Drive, Lee's Summit, Missouri

When: Thursday, April 24, 8:00 A.M.–12:00 P.M. and Friday, April 25, 8:00 A.M.–12:00 P.M.

What: One of three Federal Records Centers in the Kansas City area, NARA's newest facility is an underground records center encompassing nearly 500,000 square feet with a storage capacity of about 2.5 million cubic feet. Stable temperature and humidity are natural characteristics of "The Cave," perfect for cost-effective records storage. The center provides contract storage and next-day service for federal agency records from New York, New Jersey, Puerto Rico, and the Virgin Islands. It may soon assume a new role as an off-site storage facility for archival records from all of NARA's regional archives; it already houses the Central Plains Region's preservation area and several thousand cubic feet of archival records. Participants will receive a guided tour of the facility. For more information about the center, visit <www.archives.gov/facilities/mo/lees_summit.html>.

Registration: Free. Enrollment limited to 30.

Walking Tour of the Country Club Plaza

When: Thursday, April 24, 9:00 A.M.–12:00 P.M.

What: The Country Club Plaza is one of the premier shopping destinations in the Midwest. Patterned after Seville, Spain, the outdoor shopping district is home to more than 180 unique shops. Built in the 1920s, the plaza features a variety of beautifully constructed ornamental architecture and some of the city's most recognized fountains. The walking tour will be led by Professor Ronald Miriani, Park University, Parkville, Missouri, one of the leading historians of Kansas City cultural history and its rich architectural heritage.

Registration: Free. Enrollment limited to 30.

Linda Hall Library of Science, Engineering, and Technology 5109 Cherry Street, Kansas City, Missouri

When: Thursday, April 24, 9:00 A.M.–12:00 P.M.

What: The largest, privately funded public library of science, engineering, and technology in the United States. The collection dates from the fifteenth century through the present. The tour will include the library with emphasis on the Archives and Rare Book Collections. Its grounds are maintained as an urban arboretum. We hope the tree peonies and many of the other spring flowers on the grounds will welcome you.

Registration: Free. Enrollment limited to 30.

Boulevard Brewery 2501 Southwest Boulevard, Kansas City, Missouri

When: Thursday, April 24, 5:30 P.M.–7:00 P.M.

What: Since its establishment in 1989, Boulevard has become Missouri's second largest brewery. Its output is, admittedly, somewhat more modest than that of its St. Louis competitor, Anheuser-Busch, but Boulevard has grown to be one of the more successful regional breweries in the country. Located in a late-nineteenth-century industrial district, the brewery is housed in a period brick building consistent with the location and style of local breweries before consolidation of the American beer market by a few giant firms. The tour, led by one of the enthusiastic proprietors of the brewery, will cover the technique, technology, and motivation of local commercial brewing. An opportunity to sample Boulevard products on-site concludes the visit. Participants may go on the restaurant tour afterward.

Registration: Free. Enrollment limited to 40.

Hallmark Archives and Design Collections **25th Street & McGee Trafficway, Kansas City, Missouri**

When: Friday, April 25, 8:30 A.M.–11:30 A.M.

What: In addition to the greeting card company's corporate records, the Hallmark Archives and Design Collections includes artistic components not to be found in most corporate archives. The archives includes the historical record of the company, correspondence, photographs, printed materials, oral histories, 92 years of Hallmark products, and over 20,000 examples of original product art. The design collections consist of the Louis Prang collection of greeting cards, chromolithographs, progressive proof books, original artwork, books, correspondence, and advertising related to nineteenth-century greeting card manufacturers. It also includes the research collections of designers Andrew Szoeki and Hermann Zapf, the historical collection of over 50,000 greeting cards, ephemera that include antique as well as twentieth-century competitors' products, and over 700 rare books and prints dating from the seventeenth to the twentieth century. In addition to the archives, our visit will include Hallmark's state-of-the-art visitor center, which features 14 exhibits, a 40-foot time line that highlights postcards from the early 1900s, and an opportunity to see Hallmark craftsmen at work. Hallmark's offices are located within the company's Crown Center complex, a modern office, shopping, and entertainment development just across the street from the convention hotel. MAC members taking this tour will walk from the hotel.

Registration: Free. Enrollment limited to 25.

Nelson-Atkins Museum of Art **4525 Oak Street, Kansas City, Missouri**

When: Friday, April 25, 9:30 A.M.–12:00 P.M.

What: The Nelson-Atkins Museum of Art, the crown jewel of the city's art community, houses one of the finest collections of Asian art in the United States. The tour will include the archives, library, and the museum itself.

Registration: Free.

Country Club Plaza Free-for-All

When: Friday, April 25, 9:30 A.M.–12:00 P.M.

What: The Country Club Plaza is such a wonderful place that the Local Arrangements Committee decided to give attendees the opportunity to visit this home of a variety of shops, sights, and activities. The bus will stop on the plaza for those who want to walk and shop on their own. Also close at hand is the Kemper Museum of Contemporary Art.

Registration: Free.

SAA Workshop (#0329): Basic Electronic Records

When: Wednesday, April 23, 9:00 A.M.–5:00 P.M.

What: You have to start somewhere and this workshop gives you the basics. You will be introduced to the principles of preserving and providing access to records in digital formats.



Upon completing this workshop you will have:

- Focused on methods and issues in appraising, accessioning, providing reference for, and preserving records in electronic form
- Developed documentation for a simple set of electronic records
- Made plans for the long-term preservation of those records
- A tentative plan for action within your organization

This workshop is intended for archivists who have a good understanding of archival principles and techniques, but who need basic training in how to apply those principles to records in electronic form.

Registration: SAA members: \$185; nonmembers: \$235. After March 23: SAA members: \$210; nonmembers: \$260. Enrollment is limited. Enrollees must register directly with the Society of American Archivists, 527 South Wells, 5th Floor, Chicago, IL, 60607-3922. The registration form is available from the SAA Web site at <archivists.org/prof-education/workshop-detail.asp?id=517>.

Continuing Education

Units: 0.75

Archival Recertification

Credits: 5

Instructor: Cal Lee, University of Michigan, School of Information



*The famous Country Club Plaza Lights, ca. 1930.
Western Historical Manuscript Collection–Kansas City.*

Genealogy and Local History Research Methods for Librarians and Archivists

When: Thursday, April 24, 8:00 A.M.–12:00 P.M.

What: Do you feel invaded by genealogists and uncertain about how to provide good reference service? This workshop is designed to help librarians and archivists assist their genealogy patrons in a more informed manner. You will learn the basics of the Census and Soundex, how to locate and interpret vital records, where to find pre-WWI military records, and a little about Federal Land Records.



Objectives:

- How to locate the information your patron seeks
- How to read the documents once you find them
- Where to refer the patron for the next piece of information.

Intended audience: part-time genealogy/local history staff, reference librarians, and others with an interest in genealogy and local history. There is a suggested reading assignment prior to attendance at this workshop. A course bibliography and course links may be found at <www.mbkcons.com/wkshp/mac/genfront.htm>.

Registration: \$35. Enrollment limited to 35.

Instructor: Miriam Kahn, MBK Consulting, Ltd.

Beginning an Imaging Program: Achieving Success and Avoiding the Pitfalls

When: Thursday, April 24, 8:00 A.M.–12:00 P.M.

What: Document imaging poses challenges for the archivist and smaller institutions. Success and failure depend on factors that you can control. Document imaging is a part of an overall document management program that includes electronic records, microforms, and paper. Learn the questions to ask before and during the process of moving to imaged documents.

Registration: \$35. Enrollment limited to 35.

Instructor: Raymond K. Cunningham, Jr., Manager of Records Services, University of Illinois Foundation



*George E. Lee Singing
Novelty Orchestra, ca. 1926.*

*Goin' to Kansas City
Collection, courtesy of
Charles Goodwin and the
Kansas City Museum,
Kansas City, Missouri.*

Records Management 101

When: Thursday, April 24, 8:00 A.M.–12:00 P.M.

What: Many organizations still do not have formalized records management programs. Others have staff members who are doing records management without training or administrative support. The questions many organizations raise are: What is records management and why does my organization need it? What are the benefits of a records management program? Where and how will it fit into my current organization structure? This workshop will introduce you to the basics of records management and give you the tools you will need to start or enhance a records management program. The workshop will discuss all elements of a records management program including inventories, scheduling, vital records, disaster planning, and electronic records. It will emphasize how a records management program can be sold to management and assist you with understanding the issues, methods, and problems associated with managing organizational records.



Registration: \$35. Enrollment limited to 35.

Instructor: Susan McKinney, MGDPA Responsible Authority, University of Minnesota



*Kansas City Camera Club, ca. 1895.
Western Historical Manuscript Collection–Kansas City.*

Opening Plenary Presentation**The Archival Fringe: Collecting the Papers of the Marginalized and Stigmatized****Keynote Speaker: Julie Herrada**

When: Thursday, April 24, 1:30 P.M.–3:00 P.M.

What: Julie Herrada served as Assistant Curator of the Labadie Collection at the Hatcher Graduate Library at the University of Michigan from 1994 until 2000 and is currently the Curator of the collection. Her research interests include alternative and underground press, counterculture, and historical and contemporary anarchism. She will speak about the history of the Labadie Collection, including collecting controversial materials. She will also discuss working with donors of controversial materials, specifically in reference to the papers of Ted Kaczynski. Finally, she will touch on the continuing importance of documenting those groups that remained stigmatized and/or marginalized.

Introduction: Joel Wurl, University of Minnesota, Immigration History Research Center

Collection Survey Mini-Workshop

When: Thursday, April 24, 3:30 P.M.–5:00 P.M.

What: In the decision making that determines day-to-day work flow, archivists constantly ask themselves questions. Answering these fundamental questions would be so much easier if comprehensive collection data were available at the archivist's fingertips. This mini-workshop will introduce you to a collection survey technique that provides an innovative, practical means of gathering salient data for collections management and development. Through the use of this technique, you can capture data that will help you determine the physical condition, descriptive status, and needs of your holdings; assess their overall strengths and weaknesses; set work priorities; and plan further collecting.

Presenter: Paul Eisloeffel, Nebraska State Historical Society



*One of Kansas City's many barbecue restaurants, ca. 1960.
Western Historical Manuscript Collection–Kansas City.*

Digitization: Let's Talk about Manuscripts for a Change

When: Thursday, April 24, 3:30 P.M.–5:00 P.M.

What: Discussions on archival digitization often focus on projects that place mostly visual materials on-line. As important to researchers as these wonderful collections of photographs can be, what is frequently left out of the discussion is the bulk of most repositories' collections: paper-based manuscript material. Scanning and providing on-line access to handwritten and typed manuscripts present a host of unique challenges to digitization programs. Three panelists will discuss their own experiences in this area and then detail their solutions to many specific issues that every manuscript digitization project will face.

Moderator: Joshua Ranger, University of Wisconsin–Oshkosh

Panelists: Kristine R. Brancolini, Indiana University
Jelain Chubb, Missouri State Archives
Jill Koelling, Nebraska State Historical Society

Volunteers: Getting the Return on Your Investment

When: Thursday, April 24, 3:30 P.M.–5:00 P.M.

What: In a time of tight budgets, archives may be relying more on the generosity of volunteers to process collections, help with reference, and monitor the reference desk. Three speakers will discuss the positive and negative aspects of using volunteers in the archives. The first two speakers will discuss the volunteers at the Missouri State Archives, both traditional volunteers and "e-volunteers." The third speaker will discuss using student volunteers in a university archives.

Moderator: Donna Denslow, Truman Presidential Museum & Library

Panelists: Gerald Hirsch, Missouri State Archives
Patricia Luebbert, Missouri State Archives
Ellen Swain, University of Illinois



Eddie and his possessions, 1893. Western Historical Manuscript Collection–Kansas City.

A Tale of Two Institutions: The Historical Society and the University, Part 1

When: Friday, April 25, 8:30 A.M.–10:00 A.M.

What: In 1999, the Kansas State Historical Society and the Kansas Collection at the University of Kansas received a National Leadership Grant from the Institute of Museum and Library Services (IMLS) as a model cooperative program. Working on the grant to digitize primary resources and museum artifacts from the Kansas Territorial period, 1854–1861, raised awareness of the similarities and differences between two large state institutions. In addition to the digitization of many important primary sources, curricula will be developed for use in secondary schools to support the teaching of Kansas and U.S. history. This session will be in two parts. The first session will describe the project and the pressures and rewards that resulted from this work. Part 2 will be held 10:30 A.M.–12:00 P.M.

Moderator: Becky Schulte, University of Kansas

Panelists: Patricia Michaelis, Kansas State Historical Society
Virgil Dean, Kansas State Historical Society
Sheryl Williams, University of Kansas

Practical Approaches to Appraisal Dilemmas

When: Friday, April 25, 8:30 A.M.–10:00 A.M.

What: In archival courses, professional conferences, and professional literature, appraisal is often treated in an abstract or speculative fashion. Applying appraisal principles to real-life appraisal problems can be difficult, since each collection or group of records that an archivist may appraise includes a tangible set of difficulties that may not directly lend themselves to the application of general rules. The session will break into three groups. The facilitators will lead discussions of three specific appraisal case studies illustrating common dilemmas that archivists might face. After group discussion, one member of each group will report the results of the discussion to the entire session. This session seeks to help participants formulate a better understanding of how theoretical appraisal principles might be applied in the field.

Facilitators: Barbara Floyd, University of Toledo
Dennis Meissner, Minnesota Historical Society
Bill Maher, University of Illinois at Urbana-Champaign

The Customer Is Always Right: Making Archives More Genealogy Friendly

When: Friday, April 25, 8:30 A.M.–10:00 A.M.

What: For many institutions, genealogists are the proverbial “bread and butter.” How can we, as archivists, enhance their research experience? By interpreting both their research needs and understanding the level of awareness they have as archives users before they begin, we can provide them with as much value-added information as possible. Three speakers will describe what services and programs their institutions offer to assist patrons in discovering their family’s past.

Moderator: Michele Christian, Iowa State University

Panelists: Diana Duff, National Archives and Records Administration–Central Plains Region

Edna Ellis, LDS Family History Center, Kansas City, Missouri

Jessica Potter, Blue Earth County Historical Society, Minnesota

**A Tale of Two Institutions: The Historical Society and the University, Part 2
(continued from the 8:30 A.M. session)**

When: Friday, April 25, 10:30 A.M.–12:00 P.M.

What: During this session, learn more about our work creating a Web site to display the information that has been digitized. From vision to Web reality, creation of a robust, user-friendly Web site requires careful planning, prototyping, and development. Learn about the process of organizing digitized historical content and accompanying metadata into a database that accommodates the needs of the content providers as well as building a database to drive a dynamic and flexible Web interface for users seeking Territorial Kansas history.

Moderator: Becky Schulte, University of Kansas

Panelists: Matt Veatch, Kansas State Historical Society

Julie Loats, University of Kansas

John Nguyen, University of Kansas

Descriptive Standards on the World Stage

When: Friday, April 25, 10:30 A.M.–12:00 P.M.

What: For those of us who don’t work with descriptive standards every day, current discussions about the changes may seem like a swirl of acronyms that make no sense, let alone cast light on what the standards themselves might be. Come listen to the experts explain and discuss what’s gone into the development of CUSTARD, ISAD(G), and ISAAR(CPF).

Moderator: Mark Shelstad, University of Wyoming

Panelists: Michael Fox, Minnesota Historical Society

Kris Kiesling, University of Texas

Web-Site Appraisal and Preservation

When: Friday, April 25, 10:30 A.M.–12:00 P.M.

What: Use of the World Wide Web has become a part of everyday life for many people and organizations. Web sites allow organizations to share information, promote causes, and develop networks. As a documentary form, they are worthy of archival appraisal and preservation, for both their evidential and informational value. Yet we all know that Web sites change or disappear regularly, frustrating many users. This session will explore the role that the archival profession can play in appraising and preserving Web sites. Our three speakers will describe specific Web-site appraisal and preservation projects in university, government, and corporate settings, offering practical tips that other institutions can use to begin capturing and preserving Web sites.

Moderator: David McCartney, University of Iowa

Panelists: Jeremy Brett, National Archives and Records Administration
Michael Bullington, Kraft Archives
Nancy Deromedi, University of Michigan

Budgetary Fallout: The Withering of State Records Programs

When: Friday, April 25, 2:00 P.M.–3:30 P.M.

What: In the wake of the downturn in the economy, public archives programs in several states have suffered major cutbacks as a result of declining budgetary support. Some cuts have been severe enough that the survivability of the basic program is in doubt. Some have predicted that, with the impact of information technology and declining public support, we may see the disappearance of institutional archival programs. Is this an overstatement? Will we see the return to adequate support levels for state records programs? Are there opportunities to reposition public archival programs and partner with others to achieve archival goals? Three state archivists will comment on the status and impact of budget problems on their archival programs and look to what the future possibilities might be.

**Moderator/
Commentator:** Cheri Theis, Minnesota Historical Society

Panelists: Peter Gottlieb, Wisconsin State Archivist
Gordon Hendrickson, Iowa State Archivist
Patricia Michaelis, Kansas State Archivist

Managing Web Sites from a Records and Archival Perspective

When: Friday, April 25, 2:00 P.M.–3:30 P.M.

What: As the Internet and the World Wide Web have expanded over the last few years, more and more information and business are moving on-line. Corporations, universities, governmental agencies, and other organizations, as well as individuals, are developing Web sites and providing a new “face” to the public and their constituents. Web sites are also being used as distribution centers for electronic documents that never appear in print. How should archivists and other records professionals deal with this phenomenon? Are Web sites just a new mode of dissemination or do they contain unique records that require long-term preservation? Learn and discuss methods and strategies that bring a records and archival viewpoint to managing Web sites.

Panelists: Scott Leonard, Kansas State Historical Society
Judy Cobb, OCLC

Renewing an Old Tradition: Collection Guides for the Twenty-First Century

When: Friday, April 25, 2:00 P.M.–3:30 P.M.

What: Recent focus on EAD markup of individual collection finding aids has overshadowed a form of finding aid that is both tried and true: the collection guide. Collection guides can provide the basic and practical level of access to archival holdings that many repositories seek. In this session, we will explore the mechanics of creating three types of guides: for a single institution’s collections, for a group of institutions defined by geographical region, and for resources on a particular subject regardless of the repository’s location.

Moderator: Alan Perry, National Archives and Records Administration–Central Plains Region

Panelists: Paul Eisloeffel, Nebraska State Historical Society
Marvene Riis, South Dakota State Archives



*Kansas City View Company wagon, ca. 1895.
Western Historical Manuscript Collection–Kansas City.*

Playing It Again: Collecting the History of Sports

When: Saturday, April 26, 8:30 A.M.–10:00 A.M.

What: Sports collections are perhaps the most sought-after collections. Patrons request film, photographs, artifacts, and documents for research, to answer trivia, and even to decorate. The three speakers in this session will discuss their collections as well as projects that have been recently completed. The first speaker will explain three sports projects involving athletic film, photographs, and oversized items at Marquette University. The second speaker will discuss the collection at the Negro Leagues Baseball Museum. The third speaker will discuss the women's sports collection at Penn State University.

Moderator: Maynard Brichford, University of Illinois (retired)

Panelists: Matt Blessing, Marquette University
Raymond Doswell, Negro Leagues Baseball Museum
Jackie Esposito, Pennsylvania State University

Selling Oral History: Finding Funding for Oral History Projects

When: Saturday, April 26, 8:30 A.M.–10:00 A.M.

What: Oral history is increasingly becoming a component of archival work, but there are issues and problems relating to locating funding for the transcription, travel, and digital issues involved in administering a project. The presenters will discuss current oral history projects they are conducting and how they received grants and other funding to support them. The projects to be discussed include the South Central Minnesota Veterans History Project, interviewing veterans of all wars; the Society of Women Engineers, interviewing women engineers; and the Polar Oral History Project, interviewing scientists and researchers active in the polar regions from the 1920s through the 1950s.

Moderator: Tanya Zanish-Belcher, Iowa State University

Panelists: Lauren Kata, Wayne State University
Laura J. Kissel, Byrd Polar Research Center
Daardi Sizemore, Minnesota State University, Mankato



*The Gray Line Sight Seeing buses, 1928.
Western Historical Manuscript Collection—Kansas City.*

Keeping Our Memories: Working with Diaries in Our Collections

When: Saturday, April 26, 8:30 A.M.–10:00 A.M.

What: This session brings together two researchers who are utilizing diaries in archival collections in a variety of fashions. The first presenter has worked with diary collections throughout the United States and around the world. She has published on the subject and teaches a course in diary writing. The second presenter discusses the challenges of doing a new translation of an immigrant diary.

Moderator: Rachel Vagts, Luther College

Panelists: Suzanne Bunkers, Minnesota State University, Mankato
Marv Slind, Luther College



*Kansas City Street Railway employees' baseball, 1923.
Western Historical Manuscript Collection–Kansas City.*

Closing Plenary Presentation

Crafting a Unified Message: The Presidents of ARMA International and SAA Address Outreach and Other Shared Issues

Speakers: Peter Hirtle, President of SAA, Cornell University
Juanita Skillman, President of ARMA, Orange County (California) Sanitation District

When: Saturday, April 26, 10:30 A.M.–12:00 P.M.

What: In an article in the spring 2000 issue of *American Archivist*, Richard Cameron, NHPRC Director for State Programs, writes: “. . . as professionals, organizations, and American citizens, we must clearly and confidently articulate the value of archives and records. To do this effectively, we must understand what different people value, find the common ground and work with them to achieve mutual interests.” He continues by noting that, in a variety of ways, national associations have been doing this, but what needs to happen now is for the professions to enunciate a clear and unified message.

The Joint ARMA/SAA Committee has long enunciated such a message. Most recently, it developed a strategy designed to advocate this message jointly on a national scale. The goal is to communicate the value of managing and archiving records professionally to other professions and professional associations, thereby building broader understanding, appreciation, and support for what archivists and records managers do and contribute to the business enterprise and our community culture.

The Midwest Archives Conference is proud to have the presidents of ARMA International and SAA at its spring 2003 conference to comment on the development of a unified message and a proposed advocacy strategy.

Introduction: Gillian Marsham Hill, Green County (Ohio) Records Center and Archives



*An auction at the Kansas City stockyards, ca. 1900.
Western Historical Manuscript Collection—Kansas City.*

Registration Form—Midwest Archives Conference

Annual Spring Meeting, April 24–26, 2003

Hyatt Regency Crown Center

2345 McGee Street

Kansas City, MO 64108

Please complete this form and the schedule checklist on the reverse side and send it with a check(s) made payable to "Midwest Archives Conference" (credit cards and purchase orders not accepted) to:

**David Boutros, Western Historical Manuscript Collection—Kansas City,
302 Newcomb Hall, UMKC, 5100 Rockhill Road, Kansas City, MO 64110-2499**

Advance mail registration must be postmarked by March 21, 2003. Registrations submitted through the mail will not be accepted after April 9, 2003; after that date you must register on-site. Requests for refunds must be made in writing and postmarked by April 9, 2003. 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

If no, please indicate how you heard about this meeting. _____

If yes, how long? 5+ years 3–4 years 1–2 years Less than 1 year

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

1. Registration and Luncheon

Advance registration for MAC members (postmarked by March 21) \$45 _____

Advance registration for nonmembers (postmarked by March 21) \$55 _____

Advance registration for students (postmarked by March 21) \$30 _____

Post-March 21 and on-site registration for MAC members \$55 _____

Post-March 21 and on-site registration for nonmembers \$65 _____

Post-March 21 and on-site registration for students \$40 _____

MAC Awards Luncheon, Friday, April 25 (choose one of the following):

Grilled portobello mushroom and assorted grilled vegetables \$23 _____

Chicken and portobello mushroom Napoleon \$23 _____

Medallions of pork rolled in pecans \$23 _____

2. Tours (free; filled on a first-come basis)

White House Decision Center, Truman Presidential Museum & Library _____

Federal Records Center ("The Cave") (Thursday morning) _____

County Club Plaza Walking Tour _____

Linda Hall Library of Science, Engineering, and Technology _____

Boulevard Brewery _____

Hallmark Archives and Design Collections _____

Federal Records Center ("The Cave") (Friday morning) _____

Nelson Atkins Museum of Art _____

County Club Plaza Free-for-All _____

3. Workshops (filled on a first-come basis)

Genealogy and Local History Research Methods for Librarians and Archivists \$35 _____

Beginning an Imaging Program: Achieving Success and Avoiding the Pitfalls \$35 _____

Records Management 101 \$35 _____

Note: Please enclose separate checks for each of the above categories made out to "Midwest Archives Conference."



Remember to fill out the checklist on the back 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. (See front of form.)

Wednesday, April 23

9:00 A.M.–5:00 P.M. SAA Workshop: Basic Electronic Records
(separate registration and payment directly to SAA)

Thursday, April 24

8:00 A.M.–12:00 P.M. MAC Council Meeting
8:00 A.M.–12:00 P.M. Workshop: Genealogy and Local History Research Methods for Librarians and Archivists*
8:00 A.M.–12:00 P.M. Workshop: Beginning an Imaging Program: Achieving Success and Avoiding the Pitfalls*
8:00 A.M.–12:00 P.M. Workshop: Records Management 101*
8:00 A.M.–12:00 P.M. Tour: White House Decision Center, Truman Presidential Museum & Library
8:00 A.M.–12:00 P.M. Tour: Federal Records Center ("The Cave")
9:00 A.M.–12:00 P.M. Tour: Linda Hall Library of Science, Engineering, and Technology
9:00 A.M.–12:00 P.M. Tour: Country Club Plaza Walking Tour
1:30 P.M.–3:00 P.M. Opening Plenary Presentation: The Archival Fringe: Collecting the Papers of the Marginalized and Stigmatized
3:00 P.M.–3:30 P.M. Coffee Break
3:30 P.M.–5:00 P.M. Collection Survey Mini-Workshop
3:30 P.M.–5:00 P.M. Digitization: Let's Talk about Manuscripts for a Change
3:30 P.M.–5:00 P.M. Volunteers: Getting the Return on Your Investment
5:30 P.M.–7:00 P.M. Tour: Boulevard Brewery
6:00 P.M.–8:00 P.M. New Members' Dinner
6:00 P.M.–8:00 P.M. Restaurant Tours

Friday, April 25

8:00 A.M.–12:00 P.M. Tour: Federal Records Center, "The Cave"
8:30 A.M.–11:30 A.M. Tour: Hallmark Archives and Design Collections
8:30 A.M.–10:00 A.M. A Tale of Two Institutions: The Historical Society and the University, Part 1
8:30 A.M.–10:00 A.M. Practical Approaches to Appraisal Dilemmas
8:30 A.M.–10:00 A.M. The Customer Is Always Right: Making Archives More Genealogy Friendly
9:30 A.M.–12:00 P.M. Tour: Nelson Atkins Museum of Art
9:30 A.M.–12:00 P.M. Tour: Country Club Plaza Free-for-All
9:30 A.M.–4:00 P.M. Vendor Fair
10:00 A.M.–10:30 A.M. Coffee Break
10:30 A.M.–12:00 P.M. A Tale of Two Institutions: The Historical Society and the University, Part 2
10:30 A.M.–12:00 P.M. Descriptive Standards on the World Stage
10:30 A.M.–12:00 P.M. Web-Site Appraisal and Preservation
12:15 P.M.–1:45 P.M. MAC Awards Luncheon*
2:00 P.M.–3:30 P.M. Budgetary Fallout: The Withering of State Records Programs
2:00 P.M.–3:30 P.M. Managing Web Sites from a Records and Archival Perspective
2:00 P.M.–3:30 P.M. Renewing an Old Tradition: Collection Guides for the Twenty-First Century
3:30 P.M.–4:00 P.M. Coffee Break
4:00 P.M.–5:00 P.M. MAC Business Meeting
5:00 P.M.–6:00 P.M. MAC Committee Meetings
6:00 P.M.–8:00 P.M. MAC Reception

Saturday, April 26

8:30 A.M.–10:00 A.M. Playing It Again: Collecting the History of Sports
8:30 A.M.–10:00 A.M. Selling Oral History: Finding Funding for Oral History Projects
8:30 A.M.–10:00 A.M. Keeping Our Memories: Working with Diaries in Our Collections
10:00 A.M.–10:30 A.M. Coffee Break
10:30 A.M.–12:00 P.M. Crafting a Unified Message: The Presidents of ARMA International and SAA Address
Outreach and Other Shared Issues
1:00 P.M.–3:30 P.M. After-Conference Vintage Base Ball game

***Advance registration and fee required**





Interested in Becoming a MAC Member?

Fill out the application form below.

Membership Fees: \$30 Individual, \$60 Institutional

Membership year runs from January to December.

Make check 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

MAC Membership Form

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