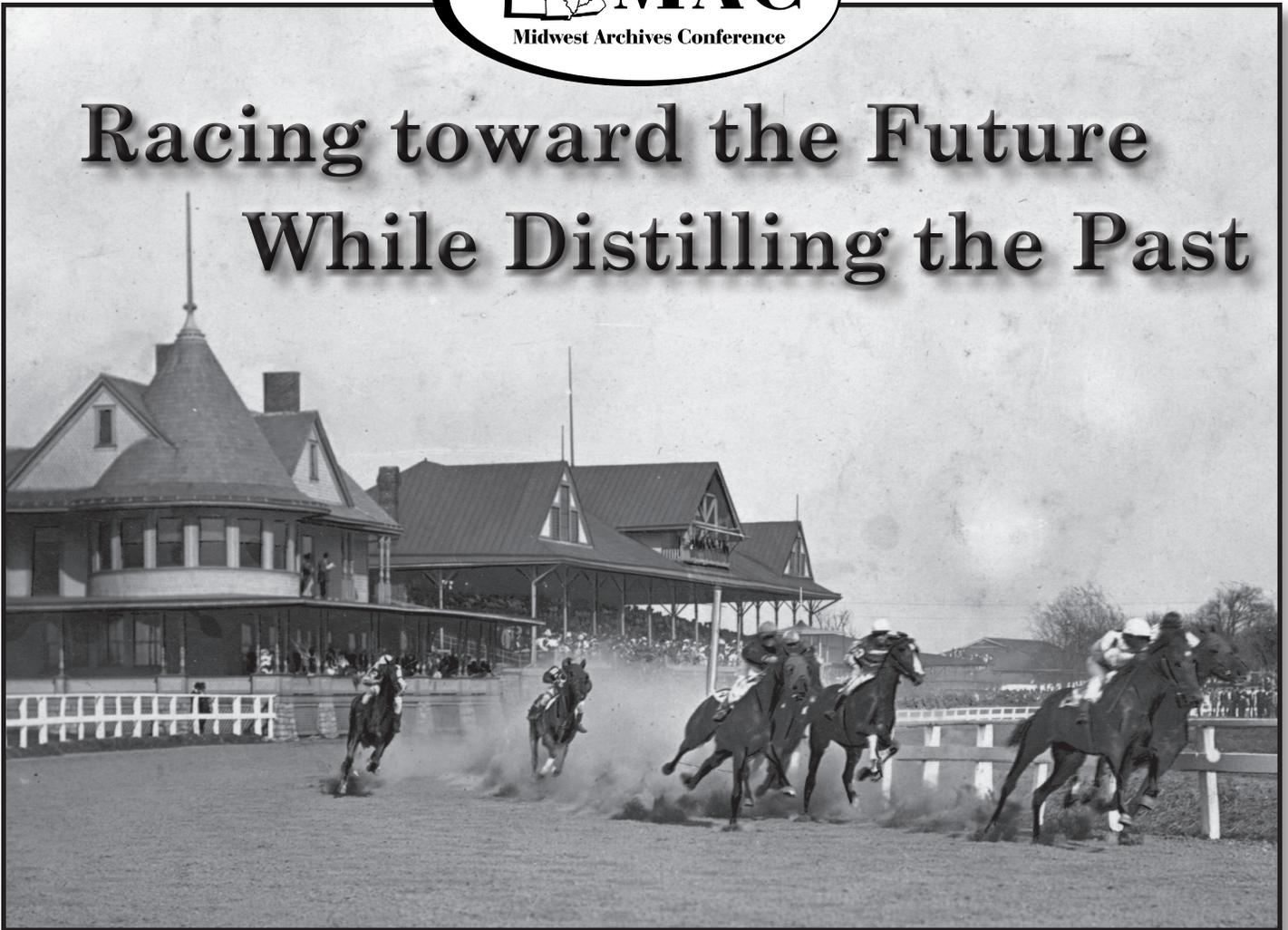


Midwest Archives Conference 2008 Annual Meeting



**Racing toward the Future
While Distilling the Past**



**April 17–19, 2008
The Brown Hotel in Louisville, Kentucky**



ACKNOWLEDGMENTS

The Midwest Archives Conference wishes to thank the following businesses and organizations that, as of press time, have generously provided support for the MAC Annual Meeting, 2008:

Kentucky Department for Libraries and Archives

Kentucky Historical Society

Kentucky Underground Storage

Texas Roadhouse

University of Kentucky Libraries

University of Louisville Archives and Records Center

LOCAL ARRANGEMENTS COMMITTEE

Donna Baker, Diane Bundy, Sarah Camacho, Angel Clemons, Carrie Daniels, Nancy DeMarcus, Jen Duplaga, Valerie Edgeworth, Michael Everman, Tyler Goldberg, Scott Grimwood, Jennifer Howard, Rachel Howard, Katherine Burger Johnson, Margaret Merrick, Mark Myers, Chad Owen (cochair), Deirdre Scaggs, Elizabeth Smigielski (cochair), Mike Veach, Debbie Whalen

PROGRAM COMMITTEE

Lisa Carter (cochair), Adriana Cuervo, Pamela Hackbart-Dean, Katherine Burger Johnson, Greg McCoy, Erik Moore, Monica Manny Ralston (cochair), Bart Ryckbosch, Chelle Somsen (ex officio, Education Committee), Elizabeth Wilkinson

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COVER PHOTOGRAPH CREDIT

The Kentucky Racing Association course at Lexington, ca. 1920. Photograph by R. L. McClure. Donated by the Miami University Libraries. Courtesy Kentucky Historical Society.



MEETING AT A GLANCE



Welcome from the Bluegrass!

Louisville, Kentucky, is proud to welcome the Midwest Archives Conference for its annual meeting, April 17–19, 2008, and the first MAC meeting to take place in Kentucky. The meeting will be held at the historic Brown Hotel, completed in 1923, on the corner of Fourth and Broadway in downtown Louisville, minutes away from such attractions as Churchill Downs, the Kentucky Derby Museum, the Muhammad Ali Center, the Louisville Slugger Museum, and the exciting Fourth Street Live! entertainment and retail district. To further entice you, we have arranged great tours, workshops, and amazing sessions that, combined with the special events, will surely make MAC 2008 a memorable and thought-provoking event.

USING THIS PROGRAM

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

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REGISTRATION

MAC's meeting registration fee is a great value! At only \$50 for advance registration (\$35 for students), it's hard to beat. But to take advantage of this special rate, your registration must be **postmarked or submitted on-line by March 14**. Mail and on-line registrations cannot be accepted after **March 28**; after that date you must register on-site. For the Registration Form, see pages 19–20 of this program or visit the meeting Web site, <http://www.midwestarchives.org/2008Spring/>. For your convenience, the meeting registration desk will be open from 7:00 AM until 5:00 PM on Thursday, April 17, and Friday, April 18, and 7:30 AM until noon on Saturday, April 19.

AMERICANS WITH DISABILITIES ACT

MAC welcomes individuals with disabilities to participate in its events. If you have a visual, aural, or other impairment that qualifies as a disability under the Americans with Disabilities Act, or have other special needs, please contact Elizabeth Smigielski (elizabeth.smigielski@louisville.edu), if possible by March 15, 2008. Please also notify the hotel about any special room needs when making your reservation.

WORKSHOPS

Preconference workshops signal the start of the Kentucky experience. On Wednesday, April 16, the Frankfort-Bluegrass and Louisville ARMA chapters will offer their full-day spring workshop, "Managing Electronic Records: Applying Principles from the Records Management and Archival Professions." For more information, see page 8.

In addition, MAC is offering three half-day workshops on Thursday, April 17. The two fundamental and one advanced workshops are "Arrangement and Description 101," "Project Management for Archivists," and "Photographic Preservation on a Shoestring Budget." Details can be found on pages 10–11.



MEETING AT A GLANCE



CONCURRENT SESSIONS

The Program Committee is committed to help you “Race toward the Future While Distilling the Past” by developing a program meant to encourage a re-evaluation of where we are and where we are going. The 2008 annual meeting will contain sessions on the relevance of archives in the digital world, Archives 2.0, preserving complex digital objects, new methods for engaging users, emerging professionals, change management, and even personal life balance. Sessions begin Thursday afternoon, April 17, and continue through Saturday morning, April 19.

SPECIAL EVENTS

Starting with the opening plenary session (featuring Jennifer Schaffner, program officer of OCLC Programs and Research), the annual meeting is packed with events designed both to enlighten and to entertain. On Thursday evening, meet your colleagues at the Frazier International History Museum during our opening reception. If you are a student, look for the MAC Student Pub Crawl on Thursday night. On Friday, take in the Vendor Fair, sign up for the restaurant tours, participate in the silent auction, and join us for the return of a popular event—Revenge of Mix Flix! There will also be a special get-together for lone arrangers and a dinner for new members. Everyone is invited (and encouraged) to attend the MAC Members’ Meeting on Friday, April 18, from 3:30 to 5:00 PM. More information on the meeting’s special events can found on pages 4–5.

TOURS

For those times when you want to ditch the name tag and get out of the hotel, the Local Arrangements Committee has organized two exciting tours to introduce you to the sights of Louisville and Kentucky. We are happy to offer conference attendees the unique opportunity of joining fellow archivist Tom Owen for one of his famed walking tours of downtown Louisville. Or you can hop on board the bus for a short ride to the state capitol of Frankfort to tour the Buffalo Trace Distillery (<http://www.buffalotrace.com>), which among other “firsts” was the first to ship whiskey down the Mississippi River and the first to use steam power for distilling. With generous support from the distillery, this tour of the bourbon-making process is not to be missed.

Details can be found on pages 6–7. Tours are open to a limited number of participants, so register early. Information on self-guided tours will also be available in the meeting’s registration area.

VENDOR FAIR AND BREAKS

Between program offerings, mingle with your colleagues and enjoy refreshments during the session breaks. Be sure to visit the Vendor Fair on Friday, April 18, from 9:00 AM to 3:30 PM. Meet vendor representatives and learn about a wide range of archival products and services.

SILENT AUCTION

This is your chance to bid on great Kentucky keepsakes and archival items! All proceeds benefit the MAC scholarship funds. The auction will take place on Friday evening during Revenge of Mix Flix.

ACCOMMODATIONS

The meeting will be held at the historic Brown Hotel (<http://www.brownhotel.com>), on the corner of Fourth and Broadway in downtown Louisville. Rooms will be \$125 per night (single or double), with complimentary wireless Internet available throughout the hotel, free shuttle service, a 24-hour fitness center, three restaurants, and the beautiful Lobby Bar. Stay over Saturday night and explore Kentucky! Check-in is at 4:00 PM and check-out is at 11:00 AM. Late checkout is available. There is a luggage closet to store bags if you arrive before check-in. The MAC parking rates are \$16/day self, \$20/day valet. For reservations, contact the hotel on-line by **March 24** with this direct link to the MAC room rate: https://reservations.ihotelier.com/crs/g_reservation.cfm?groupID=76608&hotelID=13721. Or call 502-583-1234 or 888-888-5252 by **March 24** and request the MAC rate.

ROOMMATE MATCH-UP

A list of attendees searching for roommates for the meeting will be maintained and distributed to interested parties. If you wish to use this service, please forward your contact information (name, telephone number, and E-mail address), roommate preference (female/male, smoker/nonsmoker), and dates a roommate is needed to: Donna Baker at dj.baker@moreheadstate.edu by **March 14**.



MEETING AT A GLANCE



CHILD CARE

Making your trip to Louisville a family affair? Great! Contact the concierge desk at the Brown Hotel (502-583-1234) for child care information.

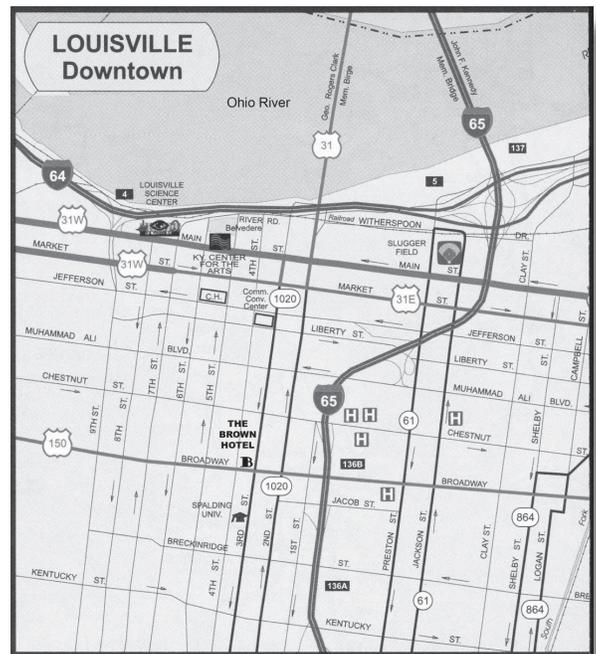
TRANSPORTATION

Located on the Ohio River, Louisville has several transportation options.

By Car: Louisville is accessible via major interstate highways I-65, I-64 and I-71, which all pass directly through the downtown area. For detailed driving directions, please visit the hotel's Web site (<http://www.brownhotel.com>). MAC parking rates at the Brown Hotel are \$16/day self, \$20/day valet.

By Bus: The Greyhound terminal is located downtown, about eight blocks from the hotel. Cab service is available from the bus terminal to the hotel.

By Air: Standiford Field (SDF), Louisville's International Airport, is served by American, Continental, Delta, Frontier, Midwest, Northwest, Southwest, United, and US Airways. Check the Internet or with your travel agent for the best deals. Transportation from the airport to downtown takes about 15 minutes by car. For guest convenience, the Brown Hotel provides free 24-hour shuttle service to and from the airport. Check at the airport information booth near the luggage claim (see below) to locate the shuttle or to have one paged. Cab service is available at the airport in the ground transportation area. Cab fare from the airport to the hotel runs \$15 to \$20.



City buses (TARC) also run between the airport and the meeting hotel. The number 2 bus picks up at the Lee Terminal of the airport and drops off at First and Broadway, three blocks east of the Brown Hotel. The fare is \$1.25 each way, exact amount only (<http://www.ridetarc.org>). Check at the airport information booth near the luggage claim for a schedule (see below). Be forewarned that buses run on a reduced schedule on Saturdays.

For more information on any of the ground transportation options at the airport, visit the information booth, located in the lower-level baggage claim area. The booth is staffed daily by volunteer Airport Ambassadors to provide airport and tourist information and assistance. To call the booth, dial ext. 277 on the beige courtesy phones in the terminal, or 502-367-INFO or 502-368-6524 from phones outside the terminal. The booth is staffed from 8:00 AM to 8:00 PM, Monday through Friday, and from noon to 8:00 PM on Saturdays, Sundays, and holidays. Informational brochures are available 24-7 at the booth.

WEATHER

Expect high temperatures in the mid-60s and lows in the mid-40s. The weather can be quite changeable, so don't forget to bring an umbrella and a light jacket. Evening thunderstorms are frequent. If it is hot, the hotel's air conditioning can become chilly. The best bet is to dress in layers.

TOURISM INFORMATION

Founded in 1778 by George Rogers Clark and later named for King Louis XVI of France, Louisville (or "Loo-uh-vuhl" as it's most commonly pronounced within the city limits) is either the most Midwestern city in the South, or the most Southern city in the Midwest, depending upon whom you ask. It is also home to the Hillerich and Bradsby factory, makers of the famous Louisville Slugger baseball bats, boxing legend Muhammad Ali, and a little horse race called the Kentucky Derby, "The Most Exciting Two Minutes in Sports." To help you learn more about the Louisville area and Kentucky, and to assist you in making plans for your stay, please visit <http://www.gotolouisville.com>. Here you will find information about museums, restaurants, the arts, shopping, sports, and more.



SPECIAL EVENTS



THURSDAY, April 17
3:30 PM–5:00 PM

Plenary Session

The keynote address at the Plenary Session will be given by Jennifer Schaffner, program officer at OCLC Programs and Research, from San Mateo, California. For more information see page 12.

THURSDAY, April 17
6:00 PM–8:00 PM

Reception

Join your colleagues for the reception at the Frazier International History Museum, <http://www.frazierarmuseum.org/>. Hors d'oeuvres and beverages will be served; special entertainment will be provided.

History comes alive at the Frazier International History Museum in the 100,000-square-foot, state-of-the-art museum encompassing three floors. At the Frazier you can relive historical events that challenged our ancestors, and meet heroes, generals, and famous leaders of America and the world whose military victories (and defeats) changed history.

Buses will depart from the hotel lobby beginning at 6:00 PM and circle continuously between the reception and the hotel. You may also walk; the museum is about nine blocks from the hotel.

THURSDAY, April 17
9:00 PM–?

MAC Student Pub Crawl

On Thursday night, join MAC's student members for a tour of Louisville nightlife! Speak with your student colleagues about the rigors of archival work and archival homework while participating in the inaugural MAC Student Pub Crawl. The crawl will start at the aptly named "The Pub" in Fourth Street Live! and work its way back to the Brown Hotel bar by 2:00 AM, so that you can be in bed before dawn. Enrollment is limited to 15; participants will pay for transportation between pubs (if needed) and for their beverages. A sign-up sheet will be posted in the registration area. Meet in the hotel lobby at 8:15 PM.

FRIDAY, April 18
3:30 PM–5:00 PM

MAC Members' Meeting

Meeting, schmeeting. This is more than just a business meeting! Join your fellow MAC members to find out about MAC's present and future doings, vote on important developments, and generally enjoy the casual camaraderie.

FRIDAY, April 18
6:00 PM–8:00 PM

New Members' Dinner

New to MAC? Attending your first MAC meeting? Join your fellow new MACers for a chance to meet, network, and just generally rub elbows with MAC officers, Council members, and the Membership Committee. It's on us! Please check off "New Members' Dinner" on the Registration Form Checklist if you plan to attend. Meet in the hotel lobby at 6:00 PM and share some collegiality.

FRIDAY, April 18
6:00 PM–8:00 PM

Restaurant Tours

Sample some of Louisville's local cuisine and join the fun on the popular restaurant tours. Members of the Local Arrangements Committee will guide you through the streets of Louisville to your culinary destination. Sign-up sheets will be posted in the registration area. Groups generally meet in the hotel lobby at 5:45 PM.



SPECIAL EVENTS



FRIDAY, April 18
6:00 PM–8:00 PM

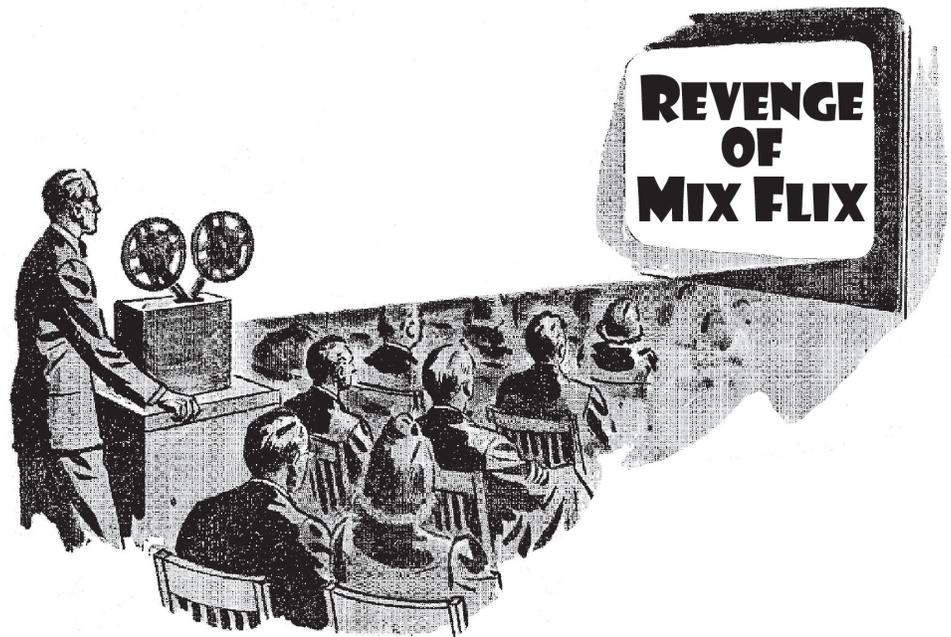
Lone Arrangers' Social

Join your fellow Lone Arrangers—colleagues who are the sole archivist in their organization—for an opportunity to share ideas, see old friends, and make new ones, all over dinner at Saffron's Persian Cuisine. Saffron's is a moderately priced (\$15–\$20) restaurant with great food and gracious hospitality. Split the lamb chops; they're the best in town. Be sure to check "Lone Arrangers' Social" on the Registration Form Checklist if you plan to attend! Meet in the hotel lobby promptly at 6:00 PM.

FRIDAY, April 18
8:00 PM–10:00 PM

Silent Auction

Bid on great Kentucky keepsakes and archival items! All proceeds benefit the MAC scholarship funds. The auction will take place on Friday evening during the Revenge of Mix Flix event.



FRIDAY, April 18
8:00 PM–10:30 PM

Mix Flix 3: Revenge of Mix Flix

Do you like sequels? Well, then, come unwind with us on Friday night as we present Revenge of Mix Flix, the third installment in the amazing MAC tradition started in Des Moines back in 2004. Blending the camaraderie of the MAC "mixers" of old and the cozy feel of an intimate film fest, Revenge of Mix Flix will showcase noteworthy and quirky moving image clips from the collections of MAC repositories. Paul Eisloeffel, Nebraska State Historical Society, will be your host. Good friends, good refreshment (cash bar!), and goofy movies—what could be better?!



TOURS



THURSDAY, April 17
9:00 AM–10:30 AM

Walking Tour of Downtown Louisville, with Tom Owen

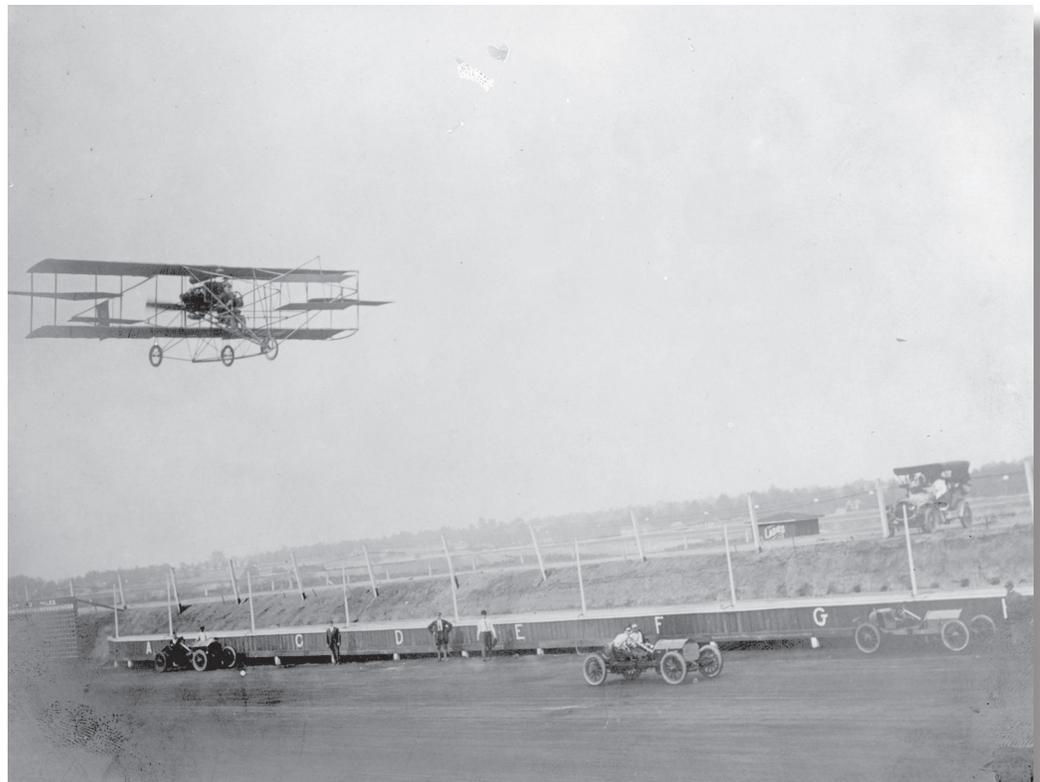
Join us for a 90-minute historical walking tour of downtown Louisville, led by University of Louisville archivist, Louisville Metro Councilman, and local historian Tom Owen. Dr. Owen produces popular radio and television features, writes for newspapers and magazines, and regularly leads old and young on treks through older neighborhoods. He markets several of his tours as video documentaries.

Tom delights in the storied structures in that area and revels in the monuments, markers, and memorials scattered about. The tour will take you by a hundred-year-old hotel, a 160-year-old Cathedral, and the historic Government Center, where local government has been humming since 1783. The tour will then stop by Historic West Main, where magnets stick to the ornate iron facades of former wholesale warehouses that have been put to new uses. The route ultimately will take you to the shores of the broad Ohio River, where white-water rapids gave the city its reason for being.

Don't expect a power walk but wear comfortable shoes if you can. Tom will regale you with stories, fact, and humor, all while walking backward and talking through a bullhorn. Don't miss it—really. First-come, first-served registration. See the Registration Form to sign up.

Maximum participants: 35

Cost: FREE!



A Curtiss "Pusher" over the track of the Indianapolis Motor Speedway, June 1910. Courtesy Special Collections and Archives, Wright State University.



TOURS



THURSDAY, April 17
9:00 AM–NOON

Buffalo Trace Distillery, Frankfort, KY

Hop on board the bus for a short ride to the state capitol of Frankfort, to tour the Buffalo Trace Distillery (<http://www.buffalotrace.com>), which among other “firsts” was the first to ship whiskey down the Mississippi River and the first to use steam power for distilling. With generous support from the distillery, this tour of the bourbon-making process is not to be missed.

The Buffalo Trace Distillery site encompasses 119 acres and 114 buildings. The George T. Stagg distillery was renamed Buffalo Trace in June 1999, and introduced its flagship bourbon, Buffalo Trace Kentucky Straight Bourbon Whiskey, in August 1999. The distillery has won more international awards since 1990 than any other North American distillery, earning more than 140 distinctions in national and international competitions, including the 2005 “Distiller of the Year” award presented by *Whisky Magazine*.

Buffalo Trace’s warehouses were built in the 1900s (some as early as 1903) and represent a variety of architectural styles. The differing styles of warehouses and their location on the property contribute to the significant differences in the whiskey coming from each. Within each warehouse, certain floors produce better whiskey than others do. For example, the fourth and fifth floors of Warehouse C and the fourth through sixth floors of Warehouses I and K produce the distillery’s absolute best whiskey. Consequently, these locations have been reserved exclusively for making Buffalo Trace Kentucky Straight Bourbon Whiskey.

Maximum participants: 45

Cost: FREE!



The Springhill (or Spring Hill) Distillery was founded in Frankfort, Kentucky, in 1835, and operated until it was converted to a chair factory after Prohibition. This advertisement was taken from the illustrated program for the Satellites of Mercury parade in Louisville, Kentucky, October 4, 1889. Courtesy University of Louisville Archives and Records Center.

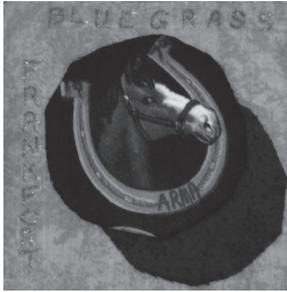


WORKSHOPS



WEDNESDAY, April 16
8:00 AM-4:00 PM

ARMA Workshop
Presented jointly by the:



**Frankfort-Bluegrass
ARMA Chapter**



**Louisville ARMA
Chapter**

Managing Electronic Records: Applying Principles from the Records Management and Archival Professions

Successfully managing electronic records requires skills and practices from both the records management and archival professions. This all-day workshop will offer insights and present best practices from both communities. The challenges of electronic records are bringing the two professional communities ever closer. Join us for a day that will bring archivists and records managers together to discuss one of the central challenges of today.

CRM credits are available for Certified Records Managers.

Instructor: Gregory S. Hunter, Ph.D., CA, CRM, Hunter Information Management Services, Inc., and Long Island University

Gregory S. Hunter, Ph.D., has spent a career bridging the gap between archivists and records managers. He is both a certified archivist and a certified records manager. He teaches both subjects at Long Island University and has published in both disciplines. He is also principal archivist and records manager on the Lockheed Martin Team that is building the Electronic Records Archives (ERA) for the National Archives and Records Administration (NARA).

Registration:

Early bird (until March 18)	\$75 for ARMA or MAC members \$125 for non-ARMA/MAC members
Regular (after March 18)	\$95 for ARMA or MAC members \$145 for non-ARMA/MAC members

Fee includes lunch and refreshments.

Enrollment: Limited to 60.
Enrollees must register directly with the ARMA International Frankfort-Bluegrass Chapter. (See form on page 9.)

Contact: Mark Myers at mark.myers@ky.gov or 502-564-8300, ext. 244, with questions or for information on CRM credits.

*Park & Tilford Distillery Company in
Midway, Kentucky, November 1943.
Courtesy University of Kentucky Archives.*





ARMA WORKSHOP REGISTRATION



Frankfort-Bluegrass and Louisville ARMA Chapters Spring Workshop Managing Electronic Records Applying Principles from the Records Management and Archival Professions Louisville, Kentucky, April 16, 2008

Name of Attendee (Please print or type):

Name: _____

Title: _____

E-Mail: _____

Institution Name: _____

Address: _____

City: _____ State _____ Zip: _____

Telephone (_____) _____ Fax (_____) _____

ARMA Member: Yes No

If yes, chapter affiliation: _____

Early Bird Registration (until March 18, 2008)

ARMA or MAC Member, \$75 Non-ARMA/MAC Member, \$125

Regular Registration (after March 18, 2008)

ARMA or MAC Member, \$95 Non-ARMA/MAC Member, \$145

Please send ARMA Membership Information

Mail registration and payment (*checks payable to Frankfort-Bluegrass ARMA Chapter*):

**Kentucky Department for Libraries and Archives
P.O. Box 537, Frankfort, KY 40602-0537
ATTN: James Cundy, Public Records Division**

Attendance is limited to 60. Advance registration is recommended to ensure seat availability; however, space permitting, registration will be accepted at the door.

Cancellations can be obtained if made in writing by April 11 (postmark date); there will be a \$20.00 processing charge. No cancellations accepted after April 14, although substitutions are encouraged. Accommodations information is found on page 2.

Contributions or gifts to the Association for Information Management Professionals are not deductible as charitable contributions for federal tax purposes.



WORKSHOPS



THURSDAY, April 17
8:00 AM–NOON



MAC
Fundamental
Workshop

Arrangement and Description 101

Arrangement and description of archival material are the nuts and bolts of all archival work. This workshop covers the principles of arrangement, as well as the development of processing work plans and the physical organization of materials. The essential elements of a finding aid and the publishing of finding aids will also be discussed. You'll be able to understand the concepts and principles of arrangement, determine how to arrange various types of manuscript collections and formats, identify the essential elements of a finding aid, discuss the application of archival descriptive standards, and demonstrate an understanding of best practices.

Instructor: Pam Hackbart-Dean, Director, Special Collections Research Center, Southern Illinois University–Carbondale

Fee: \$40.00. Enrollment is limited. Advance registration is required.

THURSDAY, April 17
8:00 AM–NOON



MAC
Fundamental
Workshop

Project Management for Archivists

Archivists tend to manage many projects within their job. Yet, many archivists do not come from project management backgrounds. Once on the job, they may be called upon to manage a wide range of people and projects, including creating and preserving digital materials, processing large collections, and moving or deaccessioning collections.

This workshop will outline the steps for managing projects, from initial development to the project's end, including planning, execution, and evaluation. Topics include aligning mission and objectives, identifying necessary resources, creating budgets, selecting appropriate standards, creating and refining workflows, maintaining quality control, and developing outreach and overall project evaluation methods. The workshop will also include a section on creating and sustaining effective working relationships within and outside of your institution.

Instructor: Laurie Gemmill, Implementation Program Manager, OCLC, Dublin, Ohio

Fee: \$40.00. Enrollment is limited. Advance registration is required.



WORKSHOPS



THURSDAY, April 17
8:00 AM–NOON



MAC
Advanced
Workshop

Photographic Preservation on a Shoestring Budget

Even as Eastman Kodak, the public, and the archival community are consumed with concerns for “born digital” images, the photographic artifactual heritage accumulating in repositories since 1839 remains both a challenge and an opportunity to be mastered.

This workshop will begin with hands-on learning through the examination of samples of most nineteenth- and early twentieth-century photographic formats, along with a discussion of the storage conditions that will slow or arrest deterioration. The discussion will then turn to “reformatting” options, or how the intellectual and aesthetic content of imagery can be accurately captured and carried forward in time. Finally, options for description (i.e., item-level cataloging vs. inventories, collection management systems) will be reviewed. Emphasis is given to solutions for small to medium-sized institutions without extensive graphic arts or IT support.

Instructor: Michael McCormick, Maryland State Archives, Annapolis

Fee: \$50.00. Enrollment is limited. Advance registration is required.



Two nuns running the 50-yard dash as a part of the fourth annual Alverno College Field Day held on the grounds of St. Joseph Convent, Milwaukee, Wisconsin, May 1949. Courtesy Alverno College Archives.



3:30 PM–5:00 PM

The Future Belongs to Archivists

Opening Remarks: Mark A. Greene, President, Society of American Archivists

Plenary Speaker: Jennifer Schaffner, Program Officer, OCLC Programs and Research, San Mateo, California

Archivists have been out in front, setting an example for our colleagues in libraries and museums. We've pioneered collection-level records, addressed our backlogs, pooled our collection descriptions in XML, and recognized synergies of unique materials and digital libraries. The rate of change will continue to accelerate. Our jobs are changing, research expectations are changing, and sometimes the way we have always done things will no longer do. We need to take risks and experiment. Yet, this so-called redefinition of archives today reinforces longstanding archival theory, standards, and practice.

The future requires us to re-examine and embrace our traditions. Our experience thinking about context, aggregate-level description, and documentation practice can enable efficiencies in the digital environment. We have selected, arranged, described, and preserved our archival collections for a primary purpose—long-term access. Now we need to disclose our collections where researchers expect to find them: on the Web. This future holds opportunities to connect with researchers in ways we have always wanted to.

Jennifer Schaffner is a program officer with RLG Programs in OCLC's Programs and Research division. She has worked in libraries for more than 20 years, having spent the past 10 or 11 years with archives, manuscripts, and rare books. Before moving to RLG Programs, she was in charge of Reader Services at UCLA's Clark Library. She has contributed to archival efforts at the California Historical Society, the Institute for Advanced Study at Princeton, New York Public Library, the University of Alberta, and Stanford. She recently finished a second master's degree in history at UC Irvine.



Soap Box Derby in Lexington, Kentucky, July 1936. Courtesy University of Kentucky Archives



1:30 PM–3:00 PM



Basic Track

So You’ve Got a Collecting Policy—Now What?

Over the past generation our profession has dedicated a significant amount of attention to collection development and documentation strategies. The vast majority of this professional literature has concentrated on development of collecting policies, identification of gaps in the documentary record, and in cooperative approaches to collecting. A more modest amount of attention has considered the practical aspects of donor relations and the actual implementation of manuscript collecting policies. This session reports on proven and creative strategies for implementing a collecting initiative. In addition, the panel will examine the personal and emotional aspects of the donation process. Lastly, the steps taken to successfully establish a major preservation endowment at a liberal arts college will be discussed.

Chair: Todd J. Daniels-Howell, Indiana University-Purdue University Indianapolis

Panelists: Matt Blessing, Marquette University, Milwaukee
 Helmut Knies, Wisconsin Historical Society, Madison
 Roland Baumann, Oberlin College, Ohio



Professional Track

Changing for the Better

Within the current economic and technical environments, cultural heritage institutions are facing significant challenges as the costs for program management and content delivery spiral beyond their reach. Adapting operations and deploying personnel to meet program objectives may not be new, but meeting today’s challenges may require a new brand of leadership that can align programs and operations by reshaping institutional vision, mission, and strategies. Archival and special collections administrators will discuss their experiences in realigning basic approaches or fundamentally reengineering processes within their programs to achieve efficiencies and to address changing program goals and objectives.

Chair: Peter Gottlieb, Wisconsin Historical Society, Madison

Panelists: Kris Kiesling, University of Minnesota, Minneapolis
 Dennis Meissner, Minnesota Historical Society, St. Paul



Tech Track

Electronic Document Discovery: The Rules Have Changed

No one needs to tell you, the archivist, that the electronic records everyone finds so convenient can be a challenge to capture and preserve. Consider them in the legal context of discovery, in which the disclosure of documents is required for a lawsuit, and you may feel a computer science degree is needed to do your job. Electronic discovery has radically impacted how organizations are expected to respond to legal issues. A misplaced or inappropriate E-mail, the inability to restore from a backup tape, or the overwriting of information in a database can all have disastrous consequences in litigation. But did you know that in an attempt to deal with these issues, there have been updates to the federal rules for civil procedures? This session is designed to help organizations understand what the new rules are, what impact they will have on record keeping, and what lessons have been learned from those who have endured the electronic discovery process.

Chair: Jim Cundy, Kentucky Department for Libraries and Archives, Frankfort

Panelists: Paul Engel, VeBridge, Lexington, Kentucky
 Robert C. Webb, Frost, Brown, Todd, LLC, Louisville, Kentucky



8:30 AM–10:00 AM



Basic Track

The Useful Ten Words of the Ten Thousand: Describing Photographs in Words

Do you have photographs in your repository that you would like to describe? Are you starting an inventory, processing project, or Web site for your photograph collection? Have you ever wondered about the most useful words to describe your photographic images? This session presents an opportunity to learn how to look at photographs and describe them using meaningful textual terms. Participants will learn basic descriptive principles and techniques for selecting text to describe the subjects of visual images. The session will also address maintenance of a controlled vocabulary. During the workshop, participants will view photograph examples and do hands-on exercises, followed by group discussions.

Chair: Michael McCormick, Maryland State Archives, Annapolis

Presenter: Cynthia R. Miller, The Henry Ford, Dearborn, Michigan

Pleasures and Pitfalls: Effective Management of Grant-Funded Projects

Obtaining grant funding can be difficult, but effective project management can be just as challenging. In this roundtable discussion, Wurl will provide advice and examples for developing a project proposal that includes an effective management strategy. He will give examples of strategies that can translate into persuasive proposals. Hollingsworth will discuss how even the best-laid plans can go awry in a funded project. She will outline her vision of how she had planned to manage two recent projects and how a variety of obstacles slowed progress. She will also provide hints for adjusting your management strategy when new developments occur. Barber will outline methods she uses as a program officer to encourage recipients of grants to manage their projects more effectively. She will explain how she works with recipients when they encounter difficulties and how she encourages the best possible outcome.

Chair: Lucy Barber, National Historical Publications and Records Commission, Washington, D.C.

Panelists: Lynne Hollingsworth, Kentucky Historical Society, Frankfort
Joel Wurl, National Endowment for the Humanities, Washington, D.C.



Professional Track

Good Breeding or an Accident of Birth? Shaping Archives and Special Collections in This Digital World

Collections of all types are vying for attention in this digital world. Are we racing after the winner's circle at the expense of time-tested, long-term collecting practices and planning (the breeding program)? Are our users picking collections based on the chance circumstance of on-line availability (accident of birth)? What does feeding collections to the digital world mean to us? Do digital surrogates really give our users the full experience of working with archival material? How do we balance the demands for making material available to off-site users vs. bringing patrons through our doors? This roundtable discussion will take a hard look at questions such as these and at our role in the 24-7 full-text-only world.

Chair: Meg Miner, Illinois Wesleyan University, Bloomington, Illinois

Panelists: Bill Barrow, Cleveland State University, Ohio
Jamie Nelson, Augustana College, Rock Island, Illinois
Irene Van Bavel, Minnesota Historical Society, St. Paul



Tech Track



10:30 AM–NOON



Basic Track

Best Practices for Audio Preservation

The Sound Directions project, a collaboration between Harvard University and Indiana University funded by the National Endowment for the Humanities, published a set of best practices for audio preservation in fall 2007. This document, entitled *Sound Directions: Best Practices for Audio Preservation*, is designed for both curators and technologists, and is aimed at all levels of archives and library professionals. This session will begin with an exploration of best practices from the publication, addressing such topics as target format, technical and structural metadata, data integrity, quality control and assurance, personnel, and storage. Following will be a presentation on how Berea College has put these best practices into action in building an audio preservation system, including lessons learned and progress toward full implementation.

Chair: Kopana Terry, University of Kentucky, Lexington

Panelists: Harry Rice, Berea College, Kentucky
Michael Casey, Indiana University Bloomington

Put the “Chi” in Your Archives: Eastern Traditions for Wellness at Work



Professional Track

Are you ever stressed at work? Are you so overwhelmed that your office is overflowing into the hallway? Then keep an open mind and check out this session, intended to introduce you to ancient Eastern techniques that help you relax, reduce your stress, and improve your occupational health. Hear how tai chi, qigong, and feng shui have helped these archivists manage stress in their workplaces. Participants will be shown easy “Chinese yoga” exercises that can be performed throughout the workday, as well as “before and after” photos of archivists’ offices that illustrate the practical application of feng shui at work. The presenters are trained archivists who have a strong interest in this subject; they are not medical professionals. This session is intended for relaxation purposes only.

Panelists: Brenda Burk, Indiana University-Purdue University Indianapolis
Colleen McFarland, University of Wisconsin–Eau Claire

More Than One Way to Meet the Challenge: Systematic Approaches to the Capture and Preservation of Complex Digital Artifacts



Tech Track

Solving the challenge of rapidly proliferating complex digital records, such as E-mail and Web sites, requires collaboration, innovation, and technical know-how. This panel will focus on several acquisition and preservation projects: the Preservation of Electronic Mail Collaboration Initiative, a partnership between North Carolina, Kentucky, and Pennsylvania; the Collaborative Electronic Records Project shared by the Rockefeller Archive Center and the Smithsonian Institution Archives; and the Producer-Archive Workflow Network (PAWN) and Auditing Control Environment (ACE) at the University of Maryland. By comparing system methodologies, findings to date, and remaining challenges, the panelists will uncover and offer insights into how complex digital materials can be managed.

Chair: Riccardo Ferrante, Smithsonian Institution Archives, Washington, D.C.

Panelists: Kelly Eubank, North Carolina State Archives, Raleigh
Steve Burbeck, Rockefeller Archive Center, Sleepy Hollow, New York
Mike Smorul, University of Maryland, College Park



1:30 PM–3:00 PM



Basic Track

Engaging NetGen: Providing Access to Digital Primary Source Material On-line and in the Classroom

Whether you are making a concerted effort to reach out to students or have no real intention of doing so, if you have collections on-line, chances are the Web-savvy NetGen users are finding and using them. In this information age, how can we meet the reference needs of and provide the necessary tools to this growing user group that will often encounter us only in a virtual world? This session will offer suggestions for how to meet the information needs of younger patrons and other virtual users. It will also highlight different barriers to actively building a K–12 or undergraduate user group, and the tools we can give them to be more successful researchers. In addition, Web-based user studies (on a shoestring budget) will be discussed as a way for an institution to improve both reference and outreach efforts to NetGen users.

Chair: Alexis Braun Marks, Charles H. Wright Museum of African American History, Detroit, Michigan

Panelists: Paula Murphy, Paula Murphy Consulting, Oak Park, Illinois
Doris Malkmus, Penn State University, University Park

From Student to Professional: What Schools Can Do to Prepare Future Archivists



Professional Track

Sponsored by the student chapters of the Society of American Archivists at the University of Illinois at Urbana-Champaign, Indiana University, Kent State University, the University of Michigan, the University of Wisconsin–Madison, and the University of Wisconsin–Milwaukee, this session will focus on what some institutions of higher education are doing to better prepare students for archival careers. Torres will discuss possible curriculum revisions for the MLIS program, Cary will address developing trends and distance education, and graduate student Lenstra will discuss his field experience of preparing a preliminary inventory and a proposal for future activities for the Katherine Dunham Papers. The speakers will share the differences in preparatory experiences that challenge and affect the education of emerging professionals.

Chair: Mike Dabrishus, University of Pittsburgh, Pennsylvania

Panelists: Deborah Torres, College of St. Catherine, St. Paul, Minnesota
Amy Cooper Cary, University of Wisconsin–Milwaukee
Noah Lenstra, University of Illinois at Urbana-Champaign

Cleaning the Cobwebs: Studies in Archiving Web-Based Records



Tech Track

All Webs have their dead ends. However, for an archivist, the “HTTP 404—File not found” error message can be the digital equivalent to the dumpster. This is one of many reasons why capturing Web sites has become an important topic for archivists and records administrators. This session will introduce practical solutions for capturing Web sites and give examples of tools to preserve on-line materials. It will provide an opportunity to learn more about Web capture, the issues involved, and to compare and contrast different approaches. Speakers will address both the technical and nontechnical aspects of developing a successful Web archiving project.

Chair: Dina Kellams, Indiana University Bloomington

Panelists: Rosemary Pleva Flynn, Energy and Environmental Research Center, University of North Dakota, Grand Forks
Philip C. Bantin, Indiana University Bloomington
Mark J. Myers, Kentucky Department for Libraries and Archives, Frankfort



8:30 AM–10:00 AM



Basic Track

Strange Bedfellows or a Perfect Match? The College Archivist in a Merged Library/Technology Department

Merged library and technology departments have been appearing on campuses over the past ten years. This session seeks to explore the unique benefits and pitfalls that academic archivists experience in a merged department that includes information technology. Because merged organizations are more common at smaller liberal arts colleges and universities, a lone arranger may find him or herself in a larger department with few people who understand what the role of the archives is. But working directly with the department responsible for technology can create more opportunities for the archives to be ahead of the digital curve.

Chair: Wesley W. Wilson, DePauw University, Greencastle, Indiana

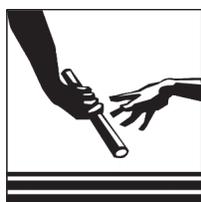
Panelists: Rachel Vagts, Luther College, Decorah, Iowa
 Pat Webber, Bates College, Lewiston, Maine
 Andrew M. Wentink, Middlebury College, Middlebury, Vermont

Implementing and Improving Access Systems: Stories from the Field

Archives struggle with the best way to provide access to their collections in an on-line world. In this session, the speakers will report on the methods they used to implement or redesign their on-line access systems. They will reflect on the lessons they learned through the process of setting goals, implementing plans, designing interfaces, planning for future migrations, and developing sustainability models. The session will also include the results of a study using Web analytics to better understand how users find, browse, and search archival descriptions and image databases.

Chair: Amy McCrory, The Ohio State University, Columbus

Panelists: Leah Broaddus, Southern Illinois University Carbondale
 Christopher Prom, University of Illinois at Urbana-Champaign
 Mark Shelstad, University of Wyoming, Laramie



Professional Track

Copyright and Digital Projects: Stuck in the Post?

This session will provide an advanced view of copyright as it relates to archivists' work with digital materials, including preservation and replacement opportunities under Section 108; fair-use applications under Section 107; and practical techniques for identifying copyright issues and organizing systematic approaches to resolving them for digital preservation and access.

Chair: Caroline Daniels, University of Louisville, Kentucky

Panelists: Dwayne K. Buttler, University of Louisville, Kentucky
 Rachel I. Howard, University of Louisville, Kentucky



Tech Track



10:30 AM—NOON



Basic Track

Strength in Numbers: Cooperative Disaster Planning and Resources

No matter the size or resources of a repository, you need to be prepared for a disaster. However, such an effort can seem daunting and expensive to prepare for on your own. Cooperative disaster planning with other regional repositories and local first responders expands available resources and the knowledge base in a cost effective way. Participants will learn how to locate partners, draft agreements, find governmental assistance, and plan for emergencies large and small. Participants will leave with the documents and information necessary to plan and record essential data as well as information on training and funding opportunities.

Chair: Susan Knoer, Ohio University, Athens

Presenter: Betty Lyn Parker, The Speed Art Museum, Louisville, Kentucky



Professional Track

Go the Distance: Balancing Your Life and Career

As archival professionals, our days are filled with juggling varied activities and challenges. This panel discussion, however, will focus on balancing our career lives with our personal lives. How do we manage to find time for ourselves, our families, and our communities? The panelists will share the challenges they have experienced at the various stages of their lives, including parenting, elder care, time for self and others, and transitioning to retirement. Come share your own experiences and hear some practical suggestions for any archivist to “go the distance.”

Chair: Tanya Zanish-Belcher, Iowa State University, Ames

Panelists: Fred Honhart, Michigan State University, East Lansing
Kären Mason, Iowa Women’s Archives, Iowa City
Joshua P. Ranger, University of Wisconsin–Oshkosh
Elisabeth Wittman, Evangelical Lutheran Church in America, Elk Grove Village, Illinois



Tech Track

Racing Headlong into Archives 2.0: Connecting Collections and Communities

The brave new world of Web 2.0 technologies, social software, and collaborative learning are changing how archives are connecting with users and how users are approaching archival materials. Tools like blogs, media sharing sites, RSS feeds, and podcasting can provide opportunities for archives to reach new users in ways that fit more effectively into their work flow. Even physical exhibits can draw nontraditional users to the archives through practices such as community curation. Additionally, archives can benefit from incorporating social computing tools like commenting, bookmarking, and collaborative filtering to engage users in describing materials. This session will explore ways to leverage society’s move toward social networking, mass collaboration, openness, and sharing to interact more effectively with users.

Chair: Lara Friedman-Shedlov, YMCA Archives, University of Minnesota, Minneapolis

Panelists: Kevin Leonard, Northwestern University, Evanston, Illinois
Kevin Schlesier, North Carolina State University, Raleigh
Elizabeth Yakel, University of Michigan, Ann Arbor

Registration Form: Midwest Archives Conference Annual Meeting, April 17-19, 2008

The Brown Hotel, 335 West Broadway, Louisville, KY 40202

Phone: 502-583-1234 or 888-888-5252; <http://www.brownhotel.com>

Direct Hotel Reservation: https://reservations.ihotelier.com/crs/g_reservation.cfm?groupID=76608&hotelID=13721

Please fill out this form and the schedule checklist on the reverse side and send it with your check, made payable to "Midwest Archives Conference," to:

Sarah Camacho, 932 Vilas Avenue, Madison, WI 53715

No credit cards or purchase orders will be accepted.

You may also register on-line at <http://www.midwestarchives.org/2008Spring/>.

Advance registrations must be postmarked or submitted on-line by March 14. Registrations by mail or on-line will NOT be accepted after March 28. Please register on-site after this date.

Personal Information

Name _____

Name for badge (if different) _____

Institution _____

Street Address _____

Phone number _____ Fax number _____

E-mail _____

Are you a MAC member? Yes No

Please indicate how you heard about this meeting:

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

Registration Rates

Advance registration for MAC members (postmarked by March 14) \$ 50 _____

Advance registration for nonmembers (postmarked by March 14) \$ 60 _____

Advance registration for students (postmarked by March 14) \$ 35 _____

Post-March 14 and on-site registration for MAC members \$ 60 _____

Post-March 14 and on-site registration for nonmembers \$ 70 _____

Post-March 14 and on-site registration for students \$ 45 _____

One-day registration \$ 35 _____

Please specify which day: Thurs Fri Sat

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

Walking Tour of Downtown Louisville with Tom Owen (indicate number attending) *FREE!* _____

Tour of Buffalo Trace Distillery, Frankfort, KY (indicate number attending) *FREE!* _____

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

ARMA Workshop: Managing Electronic Records: Applying Principles from the Records Management and Archival Professions (Register directly with ARMA; see page 9 of this program.)

Pam Hackbart-Dean: Arrangement and Description 101 \$ 40 _____

Laurie Gemmill: Project Management for Archivists \$ 40 _____

Michael McCormick: Photographic Preservation on a Shoestring Budget \$ 50 _____

Total Amount Enclosed: \$ _____

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



Workshops, Tours, Sessions, and Special Events Checklist

Please check the items you plan to attend. Tours and workshops will be filled on a first-come, first-served basis.

Wednesday, April 16

8:00 AM–4:00 PM _____ ARMA Workshop: Managing Electronic Records: Applying Principles from the Records Management and Archival Professions (Register with Frankfort-Bluegrass ARMA Chapter; see page 9 of this program.)

Thursday, April 17

8:00 AM–NOON _____ MAC Fundamental Workshop: Arrangement and Description 101
8:00 AM–NOON _____ MAC Fundamental Workshop: Project Management for Archivists
8:00 AM–NOON _____ MAC Advanced Workshop: Photographic Preservation on a Shoestring Budget
8:30 AM–12:30 PM _____ MAC Council Meeting
9:00 AM–10:30 PM _____ Tour: Walking Tour of Downtown Louisville, with Tom Owen
9:00 AM–12:00 PM _____ Tour: Buffalo Trace Distillery, Frankfort, KY
1:30 PM–3:00 PM _____ So You've Got a Collecting Policy—Now What?
1:30 PM–3:00 PM _____ Changing for the Better
1:30 PM–3:00 PM _____ Electronic Document Discovery: The Rules Have Changed
3:00 PM–3:30 PM _____ Break
3:30 PM–5:00 PM _____ Plenary Session: The Future Belongs to Archivists
6:00 PM–8:00 PM _____ Reception at the Frazier International History Museum (indicate number attending)
9:00 PM–? _____ MAC Student Pub Crawl

Friday, April 18

8:30 AM–10:00 AM _____ The Useful Ten Words of the Ten Thousand: Describing Photographs in Words
8:30 AM–10:00 AM _____ Pleasures and Pitfalls: Effective Management of Grant-Funded Projects
8:30 AM–10:00 AM _____ Good Breeding or an Accident of Birth? Shaping Archives and Special Collections in This Digital World
9:00 AM–3:30 PM _____ Vendor Fair
10:00 AM–10:30 AM _____ Break
10:30 AM–NOON _____ Best Practices for Audio Preservation
10:30 AM–NOON _____ Put the “Chi” in Your Archives: Eastern Traditions for Wellness at Work
10:30 AM–NOON _____ More Than One Way to Meet the Challenge: Systematic Approaches to the Capture and Preservation of Complex Digital Artifacts
1:30 PM–3:00 PM _____ Engaging NetGen: Providing Access to Digital Primary Source Material On-line and in the Classroom
1:30 PM–3:00 PM _____ From Student to Professional: What Schools Can Do to Prepare Future Archivists
1:30 PM–3:00 PM _____ Cleaning the Cobwebs: Studies in Archiving Web-Based Records
3:00 PM–3:30 PM _____ Break
3:30 PM–5:00 PM _____ MAC Members' Meeting
6:00 PM–8:00 PM _____ New Members' Dinner
6:00 PM–8:00 PM _____ Restaurant Tours
6:00 PM–8:00 PM _____ Lone Arrangers' Social
8:00 PM–10:00 PM _____ Silent Auction
8:00 PM–10:30 PM _____ Mix Flix 3: Revenge of Mix Flix

Saturday, April 19

8:30 AM–10:00 AM _____ Strange Bedfellows or a Perfect Match? The College Archivist in a Merged Library/Technology Department
8:30 AM–10:00 AM _____ Implementing and Improving Access Systems: Stories from the Field
8:30 AM–10:00 AM _____ Copyright and Digital Projects: Stuck in the Post?
10:00 AM–10:30 AM _____ Break
10:30 AM–NOON _____ Strength in Numbers: Cooperative Disaster Planning and Resources
10:30 AM–NOON _____ Go the Distance: Balancing Your Life and Career
10:30 AM–NOON _____ Racing Headlong into Archives 2.0: Connecting Collections and Communities





INTERESTED IN BECOMING A MAC MEMBER?

Membership fees: \$30 Individual, \$60 Institutional, \$70 Canada/Mexico, \$80 Overseas. Membership year runs from January to December. Complete this form and mail it along with your check, payable to "Midwest Archives Conference," to: Midwest Archives Conference, 4300 South U.S. Highway One, #203-293, Jupiter, FL 33477.

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Institution _____ Fax _____

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Business Address _____

City/State _____ Zip Code _____

Mailing Address (if different from above) _____

New Membership

Change of Address

Renewal

2008 Spring Meeting



Mark Your Calendars Now For MAC's Fall Symposium, 2008 November 7-8, 2008 Lawrence, Kansas

The MAC Fall Symposium will offer attendees the opportunity to explore a topic in detail. Join us this November for an in-depth workshop on digital preservation taught by Nancy McGovern, Digital Preservation Officer for the Inter-university Consortium for Political and Social Research, University of Michigan. Nancy McGovern was the co-developer of and primary instructor for Cornell's Digital Preservation Management workshop series. Through presentations and discussion focusing on the major digital preservation themes of organizational infrastructure, technological infrastructure, and sustainable resources, the symposium will offer a one-time opportunity to completely immerse yourself in this topic.

Watch the *MAC Newsletter* and Web site,
<http://www.midwestarchives.org>, for details!



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