PROVIDING THE "RIGHT ENVIRONMENT" FOR GRADUATE STUDENTS IN ARCHIVES

Katie Blank, Marquette University Archives

Presented by

Dr. Donald Force, University of Wisconsin-Milwaukee, School of Information Studies
YEARS OF EXPERIENCE REQUIRED OR PREFERRED FOR JOB CANDIDATES

<table>
<thead>
<tr>
<th>Years of experience required/preferred for job candidates</th>
<th>0-2 years</th>
<th>1 year</th>
<th>1+ years</th>
<th>2 years</th>
<th>2+ years</th>
<th>3 years</th>
<th>3+ years</th>
<th>4-5 years</th>
<th>5+ years</th>
<th>Experience required but amount not specified.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of job announcements</td>
<td>121</td>
<td>68</td>
<td>66</td>
<td>113</td>
<td>192</td>
<td>85</td>
<td>100</td>
<td>29</td>
<td>137</td>
<td>405</td>
<td>1316</td>
</tr>
<tr>
<td>Percentage of total job announcements</td>
<td>9.2%</td>
<td>5.2%</td>
<td>5%</td>
<td>8.6%</td>
<td>14.6%</td>
<td>6.5%</td>
<td>7.6%</td>
<td>2.2%</td>
<td>10.4%</td>
<td>30.7%</td>
<td>100%</td>
</tr>
</tbody>
</table>
THE 3 STUDENT GROUPS WHO PURSUE ARCHIVES FIELDWORK AND ALTERNATIVE SPRING BREAK

- MLIS STUDENTS
- MLIS WITH THE ARCHIVAL STUDIES CONCENTRATION STUDENTS
- CERTIFICATE OF ADVANCED STUDIES (CAS) IN ARCHIVES & RECORDS ADMINISTRATION STUDENTS
ARCHIVES FIELDWORK LOCATIONS 2007-2013
ALTERNATIVE SPRING BREAK LOCATIONS 2006-2013
TOOLS TO EVALUATE IF YOU CAN HOST A STUDENT

- Do you have the time to mentor a student?
- Will your project(s) allow the student to learn about archival practices?
- Will the project(s) that the student completes have an outcome or result for the student?
EXAMPLES OF APPROPRIATE PROJECTS FOR GRADUATE STUDENTS

- Processing Collections (Physical and/or Digital)
- Records Surveys
- Digital Collections
- Metadata
- Exhibit Building and/or Set Up
- Reference Work
- Tasks Relating to Donor/Patron Relations
THANK YOU!
Defining the work of an Intern in the Union Environment:
Lessons learned at Eastern Michigan University
• Institutional profile
• Working in a union environment
• Internship culture
• Looking forward
The Ws of EMU

THE WHO, WHAT, WHERE, AND WHEN OF EASTERN MICHIGAN UNIVERSITY
Michigan State Normal School

1st Normal School in Michigan

23,000 students with one main campus library

From the Collections of the Eastern Michigan University Archives
Where is EMU

Ypsilanti, Michigan

~12 miles to the School of Information at the University of Michigan

~35 miles to the School of Library and Information Science at Wayne State University
Established in 1970

Collection primarily University history

Implementation of automation and finding aid creation in the 2010-11 Academic Year

From the Collections of the Eastern Michigan University Archives
Who Staffs EMU

AFSCME Local 3866

COAM (EMU Chapter of the Command Officers Association of Michigan/Police Sergeants)

UAW Local 1976

UAW Local 1975

POAM (Police Officers Association of Michigan/Police Officers)

EMU-FT (Federation of Teachers)

EMU-AAUP (American Association of University Professors)

Image Courtesy of the EMU-AAUP Blog http://www.emu-aaup.org/attachments/article/194/EMU2UAW2AAUPsmall.jpg
### Who staffs the Archives

<table>
<thead>
<tr>
<th>Historically</th>
<th>At present</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Half-time librarian &amp; half-time clerical</td>
<td>• Full-time Archivist</td>
</tr>
<tr>
<td>• Full-time clerical &amp; student assistant</td>
<td>• Part-time clerical</td>
</tr>
<tr>
<td>• Full-time librarian, full-time clerical, student assistant</td>
<td>• 29hours/week student assistant</td>
</tr>
<tr>
<td>• Full-time Archivist, full-time clerical, student assistants</td>
<td>• 10 hours/week work study student</td>
</tr>
<tr>
<td></td>
<td>• 1 undergraduate and 3 graduate student interns</td>
</tr>
</tbody>
</table>

Alexis Braun Marks, CA University Archivist EMU

25 April 2014
Working in the Union Environment

ONE APPROACH
Previous Institution

Strong pool of community volunteers used to fill the gap of furloughed and laid off staff.

5 minute walk from Wayne State University campus and their graduate students in Archives and Records Management

Image from the personal collection of the presenter
“It is recognized by the Union and the Employer that supervisors, temporary, and student employees also perform clerical/secretarial work and that this Agreement does not restrict any such work by any non-bargaining unit employees, except Bargaining Unit jobs that have been eliminated. The Employer agrees that it will not increase the size of its non-bargaining unit work force to replace bargaining unit employees.”
Troubles with Inheritance

Forgiveness not permission

Unsupervised work

Assignment of undesirable tasks and projects

Image Courtesy of the Library of Congress
[http://www.loc.gov/pictures/item/id0151.photos.184558p/]

Alexis Braun Marks, CA University Archivist EMU

25 April 2014
Working with the Union

Clearly define the work

Offer Reassurances

From the Collections of the Eastern Michigan University Archives
Who can do what work?

Archives Associate (Clerical Union Member)

Student Assistant (paid, non-unionized)

Intern, Consultant, Volunteer with appropriate academic knowledge

Unskilled Volunteer

From the Collections of the Eastern Michigan University Archives
What this looks like on paper—

- **Archives Associate, CS06**: basic bibliographic description of physical items; identification of materials in need of special preservation treatment; direct student assistant work; some skilled repair of materials; respond to user requests to view materials in process and respond to basic reference requests;

- **Student Assistant**: Preparing collections by sorting and rehousing materials; basic data entry; preparing materials for storage; ability to pull and store materials in the ARC;

- **Intern, consultant, volunteer with appropriate academic knowledge**: Intellectual classification of collections; addition of subject descriptors to records; if appropriate, skilled repair of materials; planning and conceptualization of a timeline and unique factors associated with a particular collection; respond to users’ questions about the scope and depth of the collection;

- **Unskilled volunteer**: Sorting materials; photocopying; data entry; preparing materials for storage.
Paid Positions

Archives Associate
(Clerical Union Member)

- Supervises and directs student assistants, maintains budgets;
- Serves as the main point of contact for donations when faculty are away;
- Able to complete basic bibliographic description of collections; and
- Respond to user requests to view materials and respond to basic reference requests.

Student Assistants
(No Union Representation)

- Prepare collections by sorting and rehousing materials;
- Basic data entry;
- Able to pull and store materials in the ARC
- Able to assist patrons with directional questions

Alexis Braun Marks, CA University Archivist EMU

25 April 2014
Paid/Unpaid Positions

Intern, consultant

- Intellectual classification of collections;
- Addition of subject descriptors to records;
- If appropriate, skilled repair of materials;
- Planning and conceptualization of a timeline and unique factors associated with a particular collection; and if necessary
- Respond to users’ questions about the scope and depth of the collection.

Volunteer

‘Skilled’
- Identification of content;
- Preparing materials for storage; and
- Digital conversion.

‘Unskilled’
- Sorting materials;
- Photocopying; and
- Preparing materials for storage.

Alexis Braun Marks, CA University Archivist EMU
What it looks like in practice—

From the Collections of the Eastern Michigan University Archives
Looking Forward

WHERE WE GO FROM HERE
Interns Do Not Replace Professional Staff:
Work performed by interns must be educational and provide students with hands-on experience. The work of interns must not replace the work of professional staff.
Broader Implications

Service or Professional Performance?

Limited number = increased desire of an experience at EMU?

Providing a model for other EMU library faculty?

From the Collections of the Eastern Michigan University Archives
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From the Collections of the Eastern Michigan University Archives
It Takes a Village, or Does It?

The Opportunities and Challenges of Undergraduate Student Labor in the Archives

Rachel Vagts, Head of Special Collections and Archives
Berea College
Midwest Archives Conference - April 25, 2014
A Tale of Two Colleges
Berea College – a Work College institution
Luther College – a robust Work/Study program
Labor Program at Berea College
The Student Labor Program at Berea is based on an understanding and expectation of labor as student- and learning-centered; as service to the College and broader community, and as providing necessary work (i.e. work that needs to be done) being done well. Students, faculty, and staff at Berea are engaged in a continuous learning environment that encourages all workers to be active learners, workers, and servers, in a place where the Christian values of human compassion, dignity, and equality are expressed and lived.

Therefore Berea expects each worker to:

- Exhibit Enthusiasm for Learning
- Act with Integrity and Caring
- Value all People
- Work as a Team
- Serve Others
- Encourage Plain and Sustainable Living
- Celebrate Work Well done

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Berea College Special Collections & Archives

- Head of Special Collections and Archives
  - Research Services Specialist
    - Collections Archivist (Vacant)
    - Project Archivist
  - Sound Archivist
  - Technology Coordinator (New Position)
  - Sound Preservation Specialist
Work/Study at Luther College
Luther College Archives

College Archivist

Project Archivist/Digital Archivist

Postville Project Manager

Luther College Archives
So? How can we make our student work experience meaningful?

https://www.facebook.com/LutherCollegeArchives/photos_stream
Questions?

Rachel Vagts
Head of Special Collections & Archives, Berea College

rachel.vagts@berea.edu