

New York Archives Conference Annual Meeting Skidmore College June 8-10, 2011

The conference is supported by generous contributions from Cutting Corporation, Gaylord, Hudson Microimaging, and John A. Woods Appraisers.

Wednesday, June 8, Events

8:30 – 9:00 Registration & Continental Breakfast

9:00 – 11:45 Workshop 1—“Intergovernmental Preparedness for Essential Records,” (all day, no limit on number of registrants)

Presenters: Ann Marie Przybyla, Records Officer, Knolls Atomic Power Laboratory & Marie Culver, Head, Collections Management, New York State Archives

Workshop Description: This is a full-day live version of Intergovernmental Preparedness for Essential Records. This course was developed by the Council of State Archivists, with funding from the Federal Emergency Management Administration, in response to the 2005 hurricanes that devastated the Gulf Coast. The course is designed to help participants understand the benefits of records emergency planning; plan, develop, analyze, test a records emergency action plan; assess the damage to records after an emergency and implement a response; and identify federal, state, and local resources and the availability of intergovernmental personnel and support to assist when a disaster occurs.

10:15-10:30 Break

11:45 – 1:30 Lunch—on your own (a list of local restaurants will be provided and there are two eating locations at Skidmore)

1:30 – 4:45 Workshops

Workshop 1- (reconvenes)

Workshop 2—“Practical Preservation for the Small Repository,” (afternoon session, registration limited to 10 on a first come first serve basis)

Presenter: Ann C. Kearney, Collections Conservator, Department of Preservation, University at Albany, SUNY, Libraries

Workshop Description: Archives and smaller repositories face unique challenges in preserving their collections—overwhelming numbers of individual items requiring treatment, constrained budgets, and staff with minimal collections care training, to name just a few. With these in mind, Ann Carroll Kearney, will discuss item selection strategies, offer affordable re-housing solutions, and demonstrate the repair of simple tears with Japanese tissue.

2:45-3:00 Break

5:30 Dinner on your own—sample Saratoga Springs (a list of restaurants will be available)

Thursday, June 9th, Events

8:00 – 8:30 Registration & Continental Breakfast

8:30 – 8:40 Welcome

8:40 – 9:15 Plenary

Speaker: Jill Hurst-Wahl of Syracuse University’s School of Information Studies, “Convergence & Sustainability: Why Our Future is Bright”

Description: Concerns over organizational budgets cloud every discussion, yet indeed, “sustainability” is part of the new mantra being repeated often without knowledge of how to achieve it. Yet what happens when it is intertwined with the concept of convergence? We will explore both concepts, think about how they truly can be applied, and plot a vivid course to the future.

9:15 – 10:00 NYAC Members Annual Meeting

10:00 – 10:15 Break

10:15-11:45 Concurrent Sessions

Session 1 – “Diverging Needs: Automating Access & Retrieval”

Session description: This session features records managers and archivists talking about their experiences with technology solutions for managing records retrieval and access. A common theme of these speakers will be the difficulty of addressing the needs of archivists and records managers with one technological solution.

Chair: David Lowry, Manager, Records Advisory Services, New York State Archives

He will provide an overview of records management software and review his experiences with evaluating and proposing an alternative to software currently used at the State Records Center.

Speakers:

Camisha Smith, Records Manager, Albany County Hall of Records

Andy Arpey, Archivist, Description and Reference Units, New York State Archives

They will describe the programs they use to track records in their respective institutions, the software capability they need to perform their jobs effectively, the occasional inadequacies of technology to address their needs, the challenges of moving forward to a new program, and the reasons they've made certain technology choices.

Session 2 – “Our Big Fat Disaster – and - How We Recovered”

Chair: Kathleen DeLaney, College Archivist, Canisius College

Speakers:

Daniel M. DiLandro, College Archivist, Buffalo State College, SUNY, “1000 Archivists Came to Town: We Wrung Mops”

The speaker will discuss his institution's response to a flood caused by bursting pipes in the college archives during an IMLS Connecting to Collections national tour and conference, and point to the lessons learned.

Dave Hubeny, CEM, Emergency Manager, Binghamton University, SUNY, “When Disaster Strikes: Be Prepared, Be Flexible”

How do recovery efforts swing into action? Learn from an expert what challenges are faced during recovery; methodologies and resources used; if and how you document disasters during the event; use of coordinating agencies; lessening the impact before, during and after the disaster; how many staff members and departments will be needed for recovery efforts; what is the dollar cost of assistance; what are some good, bad and ugly experiences, including what you can't handle.

Eric Trahan, Executive Director, The Arkell Museum at Canajoharie/Canajoharie Library, “How Many Miles to Recovery?: Looking Back, 5-years On”

In July 2006 the Mohawk River and Barge Canal overflowed its banks devastating Canajoharie and its remarkable library and art museum filled with priceless documents, paintings and antiques. Learn how the disaster impacted these institutions, how the town has gone forward, and how it can influence your disaster planning.

11:45 -2:00 Lunch on your own

2:00 – 3:30 Concurrent Sessions

Session 3– “Object Management in Archives, Special Collections and Museums, A Collaborative Approach”

Chair: Barb Morley, Kheel Center, Institute for Labor and Industrial Relations, Cornell University

Speakers:

Stacy Pomeroy Draper, Curator, Rensselaer County Historical Society, “Keeping track of your collections regardless of format”

The speaker will discuss how the RCHS, a modest size institution with artifacts, books and documents, uses its internal database to bring its collections together.

David White, Associate Professor, Department of Philosophy, St. John Fisher College, Rochester & Joseph Thomson, Artist, “Using barcodes to authenticate documents”

The speakers will discuss how the QB code matrix barcode is used by artists, museums and archives for verification of original materials.

Session 4 – “Do Interns ‘Make’ or ‘Break’ Your Days? A Panel Discussion”

Session Description: This session looks at the pros and cons of using interns and/or work study students in the archives. Why do some institutions use interns and others do not? We will present the perspective of the intern, successes and problems from the institutional perspective, and answer questions from the attendees at large.

Chair: Gertrude B. Hutchinson, MSIS, MA, RN, Archivist, Bellevue Alumnae Center for Nursing History.

Panelists:

Brad Utter, Director, Waterford Museum & Cultural Center, “Finding the Right Match: Interns & Projects”

Joshua Hauck-Whealton, Archival Assistant, Schenectady Museum, “The Intern Experience from the Inside”

Nancy L. Wagner, Records Retention Coordinator, City of Saratoga, “A Reluctant User of Interns: the problems of government records.”

Session 5 – “Social Media in Archives: Its Costs, Achievements, & Possibilities”

Chair: Edward L. Galvin, University Archivist, Syracuse University

Speakers:

Amy Rupert, Assistant Institute Archivist, Rensselaer Polytechnic Institute, “To Blog Or Not To Blog”

The RPI Archives has an active blog that engages alumni. The speaker will discuss the blog and its outreach potential.

Jean L. Green, Head of Special Collections, Preservation and University Archives, Binghamton University, SUNY, “If You Build It Will They Come?”

Binghamton University’s Special Collections has an active social media presence. The speaker will discuss the strengths and weaknesses of the system including the problem of getting staff buy in.

Michelle Arpey, Information Technology Coordinator, New York State Archives, “Social Media and Your Business Plan: Evaluating the cost of service”

What is the cost benefit ratio of getting involved in social media at a time when every expenditure has to be questioned?

Greg Bobish, Information Literacy Librarian, UAlbany SUNY Libraries, “The Possibilities of Social Media and Instruction”

The speaker will discuss the Library’s use of social media in instruction and point to ways it can be used in archives.

3:30 – 4:00 Poster Sessions & Break

Presenters:

Nicole Dittrich, Reference Assistant, Special Collections Research Center, Syracuse University Library, “Expanding Our Audience: How to Incorporate Web 2.0 Tools Into our Outreach Programs”

My poster will provide recommendations for the best way to use Web 2.0, list their advantages, and offer specific examples of incorporating the tools into archival outreach, focusing especially on methods for integrating Web 2.0 tools into an institution’s existing outreach program (e.g. converting an already-existing website section into a Twitter feed or blog).

The recommendations and examples on the poster will be based on my research. I will survey archival literature as well as the literature of librarianship generally, investigating both Web 2.0 and “traditional” outreach best practices. I will also look at established Web 2.0 outreach programs.

I will also create a one-page tri-fold pamphlet for poster session visitors to take with them. This pamphlet will: offer more in-depth detail about the poster content, point the reader to online examples, list additional readings for those interested in pursuing the subject, and list introductions to and tutorials for Web 2.0 tools for those interested in implementing the technologies.

Katie O’Connell, MLIS degree program, School of Information Studies, Syracuse University, “Live in the Archive: The Challenges and Possibilities Of Performance Art Documentation”

In the modern era, artists have explored ephemeral and non-product-based art forms, leading to a vast and varied body of performative artworks ranging from theater, dance, and musical performances to body art, conceptual works and performance pieces. While these forms raise important questions about the nature of an artwork, the place of the art market and commodification, they also raise crucial questions about these works’ place in art and museum archives. Archivists are faced with challenging questions about the viability and methodology of performance documentation.

This poster reviews the current literature, looking first at the current scholarly debate over the possibility of documentation of performative works. Next, it looks at the greatest challenges faced by archivists working to maintain accurate and complete archival records of performative art, including choice of documentation medium, the desire for authenticity, attempts to include multiple perspectives on a performance, and the conflation of the record with the live event. Lastly, it reviews the methodologies--both digital and analog—developed by the archival community to address this challenging area of art documentation.

This section concludes with a look at the possibility for archival use of Web 2.0 technologies such as blogging, teleconferencing, GPS, open tagging, social networks, and virtual reality spaces for documenting performative works. Finally, the poster concludes with a call to archivists and librarians to bring their discipline-specific skills, priorities, and ethics to bear on this challenging question and to take an active role in the creation and maintenance of art records.

Susan D'Entremont, Regional Archivist, Capital District Library Council, "New York Heritage: Digital Access to New York State's Historical Records"

New York Heritage (current address is www.nyheritage.org) is a web site supported by the 9 Reference and Research Library Resource Systems (also known as Library Councils) throughout New York State. Each region started its own digitization program at various times. In 2009, the regions joined together to create New York Heritage, a portal site to the nine individual sites. As of this writing, several of the Councils are in the process of merging their sites onto one server to create a more unified site for online researchers and to create more consistency and efficiency in digitization of historical documents throughout New York State.

This poster will outline the project, which is still relatively unknown among historical records repositories. It will also highlight the benefits and challenges to both repositories and users of a consortial approach to digitization. It will touch on developing a balance between consistency/uniformity and meeting local needs for each participating region and repository.

Sarah Marchitelli & Bryan McNamara, both Assistant Processors of the Sigurd M. Rascher Collection (Student Workers, Archives and Special Collections), Reed Library, State University of New York at Fredonia, "The Sigurd M. Rascher Collection at SUNY Fredonia"

This poster deals with SUNY Fredonia archives and special collections' Sigurd M. Rascher collection. This is a very unique collection that we both have had a major role in processing. Sigurd M. Rascher was an internationally renowned musician who pioneered the use of the saxophone in classical music. Beginning in the 1930's he inspired hundreds of composers to write classical music for the instrument and dedicate the pieces to him. During World War II, the saxophone was deemed *entartete kunst* by the Nazi regime, forcing Rascher to flee his native Germany or risk execution. He and his family settled in Shushan, NY and his career in the United States began to flourish. Though he continued to do tours throughout Europe after the war, the majority of his work was focused in this country and, more specifically, New York State. Through performances and workshops, Rascher created a strong classical saxophone culture which continues to be perpetuated at New York State colleges. Rascher kept thorough documentation of his work including correspondence with composers, business documents, programs from concerts, newspaper clippings, and much more. After

his death in 2001, his daughter Carina Rascher donated the entirety of his materials to archives and special collections at SUNY Fredonia. While the school already has a strong tradition in performance of the saxophone, Ms. Rascher hopes it will become a center of scholarship and research for the saxophone community as well.

Randall Miles, Technical Processes Archivist, Kheel Center for Labor-Management Documentation and Archives, Martin P. Catherwood Library, Cornell University, “Tools for Automating the Creation of EAD Guides”

The purpose of this poster is to show through text and screen shots how to combine several different free or low cost tools in order to automate the creation of EAD guides as much as possible. The two main tools are Terry Reese’s MarcEdit and Randall Miles’ Ead McTaggart. MarcEdit creates the front matter for the guide by pulling the MARC record from the online catalog and using an XSLT style sheet to transform the record into an EAD guide. MarcEdit is free and style sheet can be modified to suit local practices. Ead McTaggart is an Excel to EAD conversion tool with will convert a container list from an Excel spread sheet to a fully tagged EAD container list. This tool is also free and can be modified to place dates inside the title tags or leave them outside, normalize dates or not, pull series headers for a series list or not, or to use pretty much any EAD elements you like. The XML editor Oxygen is used to merge the two parts. Oxygen is very low cost for academic users. Any text editor could be used, however, Oxygen has the advantage of validating the tagging and allowing you to preview the guide before it is loaded onto the server.

Diane Riley, Director of Technical Services & College Archivist, Lorette Wilmot Library, Nazareth College, “Using Archival Materials to Teach College Freshman Seminar”

Materials from the Nazareth College Archives were used to teach one section of Freshman Seminar, a required 3 credit course, offered fall semester, introducing students to college-level learning. The materials were broken down by decade, with approximately 2-3 class periods per decade. Besides a required text, students were assigned reading of several *Gleaner* (the student newspaper) issues as well as other pertinent materials from the Archives. Students were expected to come to class with discussion questions revolving around what was different/the same for students in the specific decade vs. students today. This led to many relevant discussions, such as: 1920’s prohibition vs. drinking on campus today, 1960’s student responses to the Vietnam War vs. student response to war today. Students were also required to spend ½ hour looking through materials in the Archives and reporting back to the class what items they found of interest. My section was also responsible for the “Celebrate Naz” program held on the anniversary of the college’s opening (September 24, 1924). During this program, I presented 2 minute segments of college history (by decade) and the students alternately presented 1 minute segments pertaining to the history of Rochester. It is required

that all freshmen attend this program. It is also open to the campus community. As fall 2010 was the second time this section was offered, many lessons were learned along the way.

Kathleen DeLaney, Archivist, Canisius College, “What to Do on a Snowy Day: Out of the Igloo and into the Archives”

Archives often suffer the “poor step-sister” complex of libraries in which they’re housed. For years, Canisius College Archives and Special Collections languished in a small basement room before moving underground to the College chapel where it was plagued by mice, dust, broken water pipes, and shared space with student clubs. Library renovation in 2000 brought hope, and heightened awareness with new digs on the 2nd floor. But nothing shed light on formerly obscured collections. A succession of poor locations, poorly trained “archivists”, poor stewardship, and poor understanding of the importance, depth and range of rare books and collections obliterated their research value within College and to external communities.

In 2006, initiated as a marketing mandate by Jesuit institutions, new content management software appeared in Archives to coincide with the appearance of a trained archivist and assistant. From the depths of storage, “new” ---old materials surfaced, and inspired creative outreach programs. Grant applications turned into long-term initiatives, and an Archives Speaker Series initiated partnerships that spill over to information literacy classes, donations, programmatic collaborations, updated collection policies, and firm establishment of the unit as a vital member of the College.

This poster will outline the project known as the *Archives Speaker Series*; and its impact on the institution from marketing unknown resources into grant-funded projects to support of more activities and collection development. It will highlight the development, evolution and success of the program as a catalyst to budget funds, information literacy opportunities, and recognition of resources outside the four walls of an institution.

4:00 – 5:30 Roundtable Discussions

Ever attend a session or presentation and find yourself frustrated by that discussion? Join us for the new roundtable discussions here at the NYAC conference. These roundtables have no formal presenters and are meant as a time to allow attendees fuller time for discussion. The roundtables will also allow attendees to have more input as to the direction the discussion will take, including those aspects you are most interested in, as well as time to share information you each may have from your experiences in your own repository with other attendees. Pick one of the topics below that interests you the most, and we look forward to your participation by providing questions, answers, or both. Moderators will lead the group in calling for the questions, etc.

Roundtable 1 – “Electronic Records”

Although this Roundtable was conceived as a follow-up to last year's Workshop, "Preservation of Electronic Records in Colleges and Universities," it will be of use to anyone who is dealing with the proliferation of electronic records at their institution. Up for discussion will be: standards and best practices; electronic formats, devices, hardware and software; preservation and access strategies; insuring authority; and working with IT departments and administrations. Participants will be able to share their success and challenges, learn from other attendees, and ask questions of NYSA's Electronic Records Unit staff.

Moderator: Pamela Cooley, Archives Specialist and Documentary Heritage Program Officer, and worked on the SNAP grant on “*Preserving Electronic Records in Colleges and Universities*” assisted by Michael Martin, Electronic Records Archivist, Electronic Records Unit, both New York State Archives

Roundtable 2 – “Establishing and Building Your Career”

Content is expected to include getting a job in an archives, what you need to do to be ready for career opportunities (both early and mid-career), ways to network, and other topics as desired by attendees of the roundtable. Are you now or soon in the process of looking for an archives job? If yes, come join the discussion. Are you an employer with thoughts on this? Come join in with your perspective too from the other side of the coin.

Moderator: Kristine Boniello, Reference Librarian, Dowling College

Roundtable 3- “The Archival Experience with Social Media”

Content is expected to include discussion of pluses and minuses of using social media by attendees. Do you lack any experience with social media? Do you have experience with social media and have your own perspectives as to what has been successful and what hasn't been successful? We hope those on both ends will attend and share your thoughts and questions.

Moderator: Ann Marie Przybyla, Records Officer, Knolls Atomic Power Laboratory

6:00 – 8:00 Reception (Surrey Williamson Inn, Skidmore College)

Friday, June 10, Events

8:00 – 8:45 Registration & Continental Breakfast

8:45 – 10:15 Concurrent Sessions

Session 6 – “Ethics and Issues of Caring for Local History Collections in a Variety of Settings: Public Libraries, Historical Societies, Universities, Single Issue Operations. Evaluating Your Ability to Do-It-Yourself, or Who to turn it over to.”

Chair: Geoff Williams, University Archivist/Campus Records Officer, UAlbany, SUNY

Speakers:

Susan D’Entremont, New York State Documentary Heritage Program Archivist, Capital District Library Council, “Acquisitions Issues in Historical Records Repositories”

The speaker will discuss issues repositories should consider when deciding whether or not to accept a potential donation. She will also touch on deeds of gift, permanent loans, and other legal concerns related to acquisitions, as well as how to approach those anonymous donations that are left on your doorstep in the dead of night.

Ray LaFever, Librarian/archivist, Delaware County Historical Association and Historian for the Town of Bovina (NY) (formerly of the NY State Archives), “What you should accept and what you should reject, or place elsewhere”

The speaker has recently retired from the State Archives and taken on responsibility for caring for local records. He will discuss strategies for what to accept and what to do if a donation is refused to ensure that the records find the appropriate repository."

John Scherer, Clifton Park Town Historian, “Collaborating with the public library to save and provide access to local historical records”

The speaker will discuss his collaboration with the Clifton Park-Half Moon Public Library to make local historical records available in their History Room.

Session 7 – “Digitizing Audio/Moving Image Materials”

Chair: Mark Wolfe, Curator of Digital Collections, UAlbany

Speakers:

Monica Gray, Archivist, and Heather Bolander-Smith, Archives and Records Management Specialist, both NYS Archives, “After the Project: Dealing with Digital Surrogates”

In 2007-2008 NYSA digitized a selection of audio, video and motion picture recordings, and presented a description of that project at the NYAC. This presentation will focus on follow-up activities and decisions – accessibility, back-ups, presentations, and promotion of material on our website and YouTube.

Chris Hunter, Curator of Collections and Exhibits, Schenectady Museum and Suits-Bueche Planetarium, “The pallophotophone: recovering 1920s multi-track sound-on-film recordings”

What do you do when you have audio recordings and the equipment that created them no longer exists? Learn about the Schenectady Museum’s efforts to work with volunteer engineers and save 23 WGY and NBC radio broadcasts from 1929 and 1930 that were recorded onto an experimental multi-track sound-on-film format called the pallophotophone, and about some of the available audio preservation resources.

10:15-10:30 Break

10:30 – 12:00 Concurrent Sessions

Session 8 – “Technologies for Getting Your Descriptions, Collections & Records Online to Increase Access: from EAD to Digital Collection Samples & Local History”

Chair: Michael Martin, Electronic Records Archivist, Electronic Records Unit, New York State Archives

Speakers:

Jodi Boyle, Supervisor of Processing, Special Collections & Archives, UAlbany, “EAD Made Easy: creating a workflow”

The speaker will outline and share the university’s methodology for speeding data entry and encoding using familiar Microsoft Office suite software and functions allowing individuals unfamiliar with EAD to perform data entry and archivists to then efficiently encode the data.

Ilka Morse, Digital Field Trainer, Capital District Library Council, "Getting Collections Online Through New York Heritage."

CDLC is part of a state-wide library initiative to assist member repositories in putting their collections online. Learn how the 3R's Library Councils throughout the state are helping archives and libraries of all sizes put digitized material online. The speaker will discuss the benefits to and responsibilities of an institution involved in a consortia digitization project.

Teri Blasko, Local History Librarian, Saratoga Room, Saratoga Springs Public Library, "Telling Saratoga History: The Floral *Fetes*, 1894-1902"

The speaker will discuss her collaboration with CDLC to put items relating to the Floral *Fetes* online, and the challenges of dealing with local collections when key resources are missing or you lack copyright to other items.

Session 9 – “Why Patrons Cry ‘Censorship’: Censorship and Restrictions on Materials and Use”

Chair: Daniel DiLandro, College Archivist and Special Collections Librarian, Buffalo State College, SUNY

Speakers:

Marc Dewey Bayer, Information Systems Librarian, Buffalo State College, SUNY, “Curating Born-Digital Materials in the Academic Setting – and Censoring the Rest: Read, Write Web, and the Invisible High School.”

Kathleen DeLaney, College Archivist, Canisius College, “Banned in Buffalo? Censorship Issues during Banned Book Week at the Western Door”

Patricia Donovan, University Communications, Senior Editor, University at Buffalo: former National Organization for Women President, City of Buffalo Chapter; women’s issues radio commentator “When Historical Materials Name Names, Reference Shameful Activities, and Give Credence to Unpopular Causes—Case Studies and Actions”

Session 10 – “Archival Content Management Systems,” *SAA Web Seminar* (<http://tinyurl.com/23d7me6>)

Chair: Debra Kimok, Special Collections Librarian, SUNY College at Plattsburgh

Presenter: Lisa Spiro, PhD, Director, Digital Media Center, Rice University

Workshop Description (taken from the SAA website at <http://tinyurl.com/23d7me6>):

Are you considering implementing an archival content management system: selecting the right tool for your institution? This web seminar, which is based on the recent report about archival management Software issued by the [Council on Library and Information Resources](#), will take you through the process of evaluating and selecting a content management system.

The seminar will address: What is an archival CMS? What are the pros and cons of implementing a CMS? What is a sound process for selecting a CMS? What factors should I consider in selecting a CMS?

- Open source vs. commercial
- Support for description (EAD), collection management, and archival statistics
- Web publishing support
- Hosted or local?
- Cost
- Sustainability
- Customer support

What are some alternatives to using a CMS?

This seminar will include concrete examples drawn from both **open source and commercial systems**.

Who should attend? Everyone who is involved in the decision on their institution's archival content management system; and, anyone anticipating having to make this decision.

12:15 – 1:45 Lunch & Speaker: Mary Ann Fitzgerald, Saratoga Springs City Historian & Archivist & Co-founder of the West Side Oral Narrative Project, “Echoes from the Porch: Documenting the Undocumented -- Westside Stories”

Description: What I would like to share with you today are the previously under-documented stories of Saratogians and everyday life in a neighborhood known as Dublin. “The West Side Oral Narrative Project,” was started in 1999 and soon took on a life of its own. The Saratoga Springs History Museum Director called and asked us to do an exhibit before we had a chance to do our first interview. A woman heard about our project and offered to be interviewed – our first informant! She told us the story of her grandmother, the midwife of the west side. Come hear about those who pointed us in the right direction along the way, archivists, historians, folklorists, curators, and the arts

council, and more. The storytellers are the heart of the project, we just happened to be in the right place at the right time to capture their stories. As one of them said to us in Italian as we left her house, this is your destiny.

2:00 – 4:30 Tours (*Do not pay NYAC for the tours, you will pay the site or organization directly. We will try to arrange for NYAC members to take tour participants to their destination and back if you don't have a car of your own.*)

Tour 1: National Museum of Dance (Admission for adult \$5.00. Docent guided tours need 15 guests.) Web address: <http://www.dancemuseum.org/about.html>

The National Museum of Dance & Hall of Fame was established in 1986 and is the only museum in the nation dedicated entirely to dance. Located in the former Washington Bath House—a spacious, airy 1918 Arts and Crafts-style building—in the Saratoga Spa State Park, the museum houses a growing collection of photographs, videos, artifacts, costumes, biographies and archives comprising a contemporary and retrospective examination of seminal contributions to dance available to the general public.

Tour 2: National Museum of Racing (Admission for adult \$6.00 for guided tour of museum) Web address: <http://www.racingmuseum.org/visitor-information/index.asp>

Museum PLUS: The John A. Morris Research Library houses over 5,000 monographs and serials concerning thoroughbred racing in the United States and abroad. Biographies, racing manuals, and stud books are included in the collection, along with issues from the Blood-Horse, Daily Racing Form Chart Books, and the Thoroughbred Times. The Library also holds numerous research files and archival materials on artists, horses (particularly Hall of Famers) jockeys, trainers, racetracks and other people in the horse racing industry.

Tour 3: History Legends and Lore: 200 Years of History in 90 Minutes: Saratoga Springs, Congress Park and its Mineral Springs \$5.00 per person (weather permitting)

Saratoga Springs first became famous for its curative mineral springs. Colonial hero Sir William Johnson was reportedly the first European to visit the springs, brought their by Americans to cure an attack of the gout in the 18th Century. The springs, and later the track made Saratoga a major 19th Century resort destination. The mineral springs in Downtown Saratoga can be toured beginning at the Saratoga Springs Visitors Center. The walking tour will be guided by trained guides from the Visitors Center.

Tour 4: Saratoga Battlefield (*We need 10 people to bring the cost to \$8.00 per person.*) Web address: http://www.saratoga.com/HotSpot_SaratogaHistoricPark.cfm

The Historic Park is made up of three separate units, all just a short 20 minute drive from Saratoga Springs: [the four-square mile Battlefield](#) is in Stillwater,

along the banks of the Hudson River, on pastoral fields and gently rolling hills above the Hudson River, two hotly contested Revolutionary War battles fought here ended in an American victory so momentous that it is known as one of the most important in world history. You can now experience a personally guided caravan tour of Saratoga Battlefield with an Official Saratoga Battlefield Guide. Time: 2 ½ to 4 hours depending on how extensive your tour is. Trained by National Park Service staff, these knowledgeable and courteous guides are available for hire with tours to fit your schedule and interest.

[General Philip Schuyler House](#), approximately seven miles north of the Battlefield, is in Schuylerville; The restored Schuyler House offers a glimpse into Colonial life and was the country home of American General Philip Schuyler that he had rebuilt after the British burned it to the ground during their retreat. The House offers *free, guided tours Wednesdays through Sundays*, Memorial Day weekend through Labor Day, during the summer season, and takes about 30 minutes.

The Saratoga Monument, a 155-foot obelisk that commemorates the American victory, is located approximately 7 ½ miles north of the Battlefield in Victory. Both the Schuyler House and [the Saratoga Monument](#) are about a 15 – 20 minute drive from the Battlefield.

On Your Own Events and Indulgences:

The Roosevelt Baths and Spa:

(On your own: might be good for Wednesday if you don't have a workshop or Friday afternoon if you are staying over: my understanding is the full treatment can leave you feeling like a limp rag (in a very good way) and perhaps in no shape for a long drive home. GPW) Hours: 9 am-7 pm. Although not required, reservations are recommended. Rates range from \$25 for 40 minute mineral bath to \$170 for the full treatment. It is open to both men and women. The Bath is run by the Gideon Putnam. See their web page at: <http://www.gideonputnam.com/Spa.aspx>

Saratoga Springs Arts Festival, June 9-12, 2011

Our conference coincides with the annual Saratoga Springs Arts Fest. Artists, musicians, etc. will be all over downtown Saratoga Springs during our conference. CDTA buses serve the Skidmore Campus and downtown Saratoga Springs. Downtown is about five blocks from the Skidmore Campus. The June events haven't been posted on the web yet. Learn more about the Arts Fest at: http://www.saratogaartsfest.org/event/visiting_saratoga.php

NYAC & John A. Woods Appraisers Professional Development Grants

The New York Archives Conference (NYAC) and [John A. Woods](#) Appraisers will

each be offering three \$100.00 grants to enable archives volunteers, employees, and/or students residing or working in New York State to attend the New York Archives Conference annual meeting. For particulars about the grants and an application please visit the NYAC website at: <http://www.nyarchivists.org/nyac/>

In order to be considered for a Professional Development Grant, all materials must be received by 5 p.m., Wednesday, April 27, 2011. Notification of selections will be made by Wednesday, May 4, 2011. All attendees of the New York Archives Conference, including Grant winners, are required to have a current paid NYAC membership, which can be submitted with the conference registration.

Getting to Skidmore College:

Skidmore College is conveniently located 33 miles North of Albany and a couple of miles east of the Adirondack Northway. It can be reached by car, train (though train service north of Albany is limited to twice a day), and bus.

Driving Directions to Saratoga Spring:

New York City and points south: Take the New York State Thruway (I-87) north to Exit 24. From the toll plaza, take Exit 1N to the Adirondack Northway (I-87) north.

Boston and points east: Take the Massachusetts Turnpike (I-90) west to Exit B1. Proceed on I-90 to Exit 1N and the Adirondack Northway (I-87) north.

Buffalo and points west: Take the New York State Thruway (I-90) east to Exit 24. From the toll plaza, take Exit 1N to the Adirondack Northway (I-87) north.

Montreal and points north: Take the Adirondack Northway (I-87) south.

By Bus—there is bus service to Saratoga Springs, and in and around town on CDTA buses. Please check with the individual carriers for their schedules as they are now running winter schedules.

- [Greyhound](#)
- [Adirondack Trailways](#)
- [Bus service from Albany International](#)

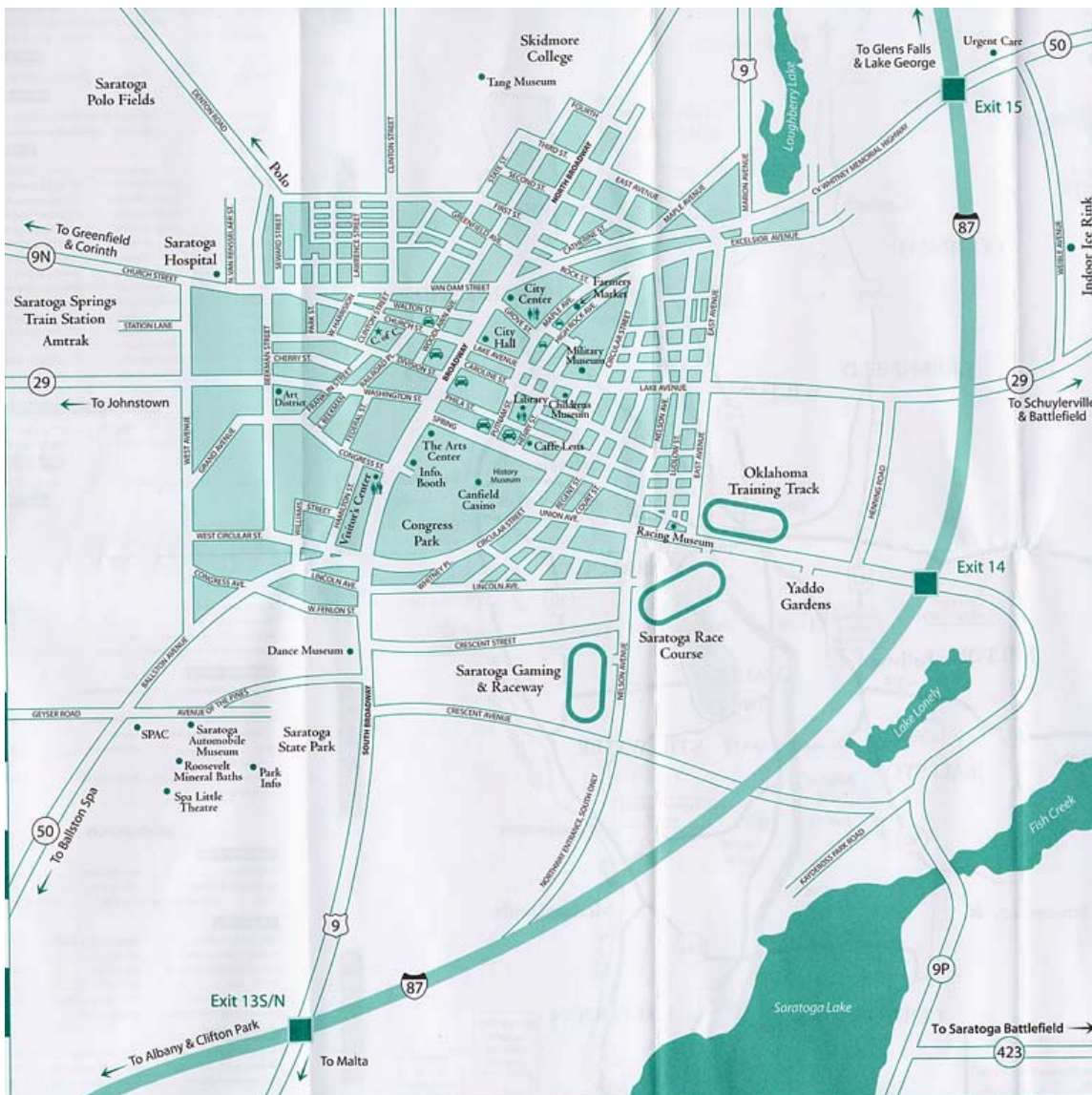
By train—only two trains a day stop in Saratoga Springs at the rail station which is about a mile and a half from Skidmore College. Trains are more frequent to Albany and to Schenectady. Right now the schedules that are available are winter schedules so please check Amtrak for its scheduled service to all three locations:

- [Albany-Rensselaer Amtrak station](#)
- [Saratoga Springs Amtrak station](#)

Driving Directions to Skidmore College from the Adirondack Northway (I-87)

- 1) exit 13 (southern exit) to 9 N past Saratoga State Park, the Roosevelt Baths, the National Museum of Dance, to Broadway through downtown Saratoga Springs to North Broadway (bearing slightly left, do not take Route 50) to the entrance to Skidmore on the left;
- 2) exit 14 (eastern exit) to 9P W past Yaddo, Saratoga Springs Raceway, and the National Racing Museum, right on Circular Drive then left on Spring Street past Congress Park (on the left) to Broadway, right on Broadway through downtown Saratoga Springs to North Broadway (bearing slightly left, do not take Route 50) to the entrance to Skidmore on the left;
- 3) exit 15 (northern exit) west on 50 to intersection of Broadway and North Broadway, make a hard right to North Broadway and proceed to the entrance to Skidmore on the left.

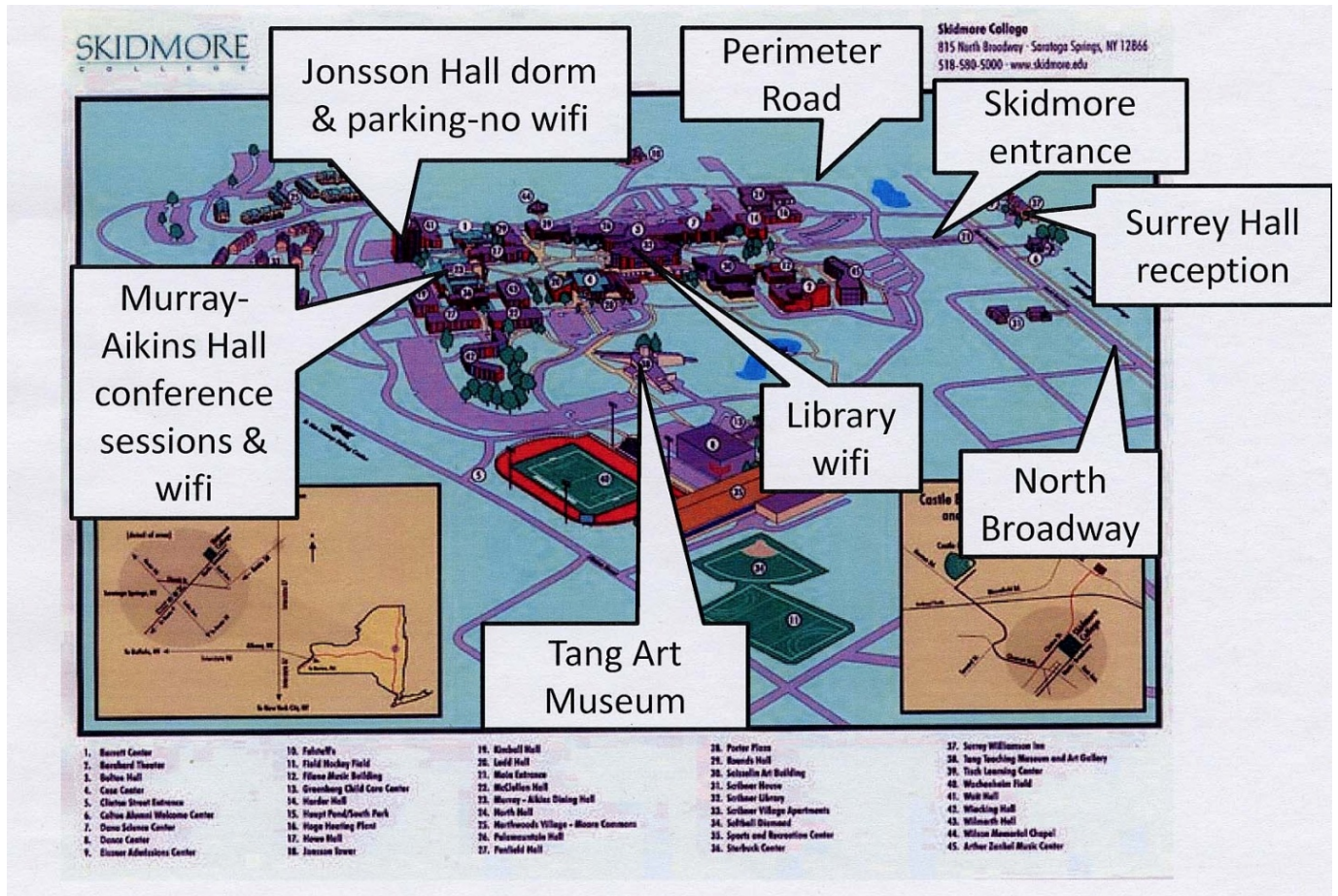
Saratoga Area Map with Adirondack Northway Exits (North Broadway continues the main road through downtown Saratoga Springs. Skidmore is off North Broadway.)



Driving directions from North Broadway to the Conference Lodging (Jonsson Tower) & Sessions (Murray-Aikins Dining Hall):

After exiting North Broadway at the Skidmore College entrance sign (on the left) drive into Skidmore and turn right on Perimeter Road North then West winding around to the South. You will see signs for Jonsson Tower (Jonsson Hall on the map below) on the left. Lodging is in Jonsson Tower, building # 18, on the downloadable Skidmore College Map. The conference sessions are in the Murray-Aikins Dining Hall, building # 23, on the second floor. Jonsson Tower is connected to the Murray-Aikins Dining Hall by a covered walkway. The concluding luncheon will be on the second floor of Murray-Akins. The Thursday night reception will be held in the Surrey Williamson Inn, building # 37, just across from the entrance to the campus on the Skidmore College map. The Surrey Williamson Inn (Surrey Hall on the map below) is on North Broadway on the East side of the road. For a downloadable copy of the Skidmore College map go to the following web address: <http://cms.skidmore.edu/map/index.cfm>

Labeled Skidmore College Map with locations of dorms, meeting hall, reception building & wifi locations.



Lodging & parking:

Lodging at Skidmore College will be at Jonsson Tower located on the North West side of area enclosed by Perimeter Drive. Single and double rooms are available at a cost of \$43.00 per person per night. There is no discount for sharing a room. The room price includes linens. The rooms will be available from Tuesday night, June 7th through Friday night, June 10th, so if you want to come before the conference starts and stay until Saturday and enjoy the delights of Saratoga Springs, the conference and the Saratoga Art Fest at an incredibly reasonable rate, you can. Jonsson Hall is a high-rise building next to the conference building, and there is a covered walkway between the two buildings. Parking is directly behind Jonsson Hall off Perimeter Road.

Paying for lodging: please include the payment for lodging in your check to NYAC. Do not make the check out to Skidmore College. Skidmore will bill NYAC directly for all lodging charges.

Luncheon & Food

Murray-Aikins Hall is the Skidmore College Dining Hall. We will be meeting in the second floor meeting rooms of Murray-Aikins but there will be food available on the first floor during the day. Case Hall located a few buildings away has an informal dining area with hamburgers, etc. Both Murray-Aikins and Case have wifi access.

The closing Friday Luncheon Buffet will be in Murray-Aikins Hall on the second floor. There are two meal choices available:

Lemon Parmesan Chicken lightly breaded chicken breast served with a lite lemon cream sauce with fresh aromatic herbs, mixed garden salad, Sautéed Julienne of Fresh Vegetables, Wild Rice Blend, Chocolate Mousse, rolls & butter, soda and ice water

Tortellini & Pesto Cream tri-colored tortellini filled with ricotta and Romano cheeses, served in a pesto cream sauce with a fresh basil chiffanade garnish, mixed garden salad, a garlic breadstick, carrot cake, soda and ice water (vegetarian)

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New York Archives Conference
Skidmore College, Saratoga Springs, NY, June 8-10, 2011

The conference is underwritten with support from Cutting Corporation, Gaylord and Hudson Microimaging, and John A. Woods Appraisers.

REGISTRATION DEADLINE OF RECEIPT: WEDNESDAY, MAY 18, 2011.

Name (please print) _____
 Institution _____
 Mailing Address _____
 Email Address _____
 City _____ State _____ Zip Code _____
 Telephone _____ Name for badge _____

Wednesday Workshops: (*Workshop registration is on a 'first pay first serve' basis. Workshop only attendees do not have to pay the conference registration fee, but they do have to pay the \$15.00 membership fee.*)

WORKSHOP 1: "Intergovernmental Preparedness for Essential Records" (*full day*) \$10 _____
 WORKSHOP 2: "Practical Preservation for the Small Repository" (*half day, LIMIT 10*) \$5 _____
Full Conference Registration \$40.00 _____
One Day Registration \$25.00 _____
Thursday Evening Reception (*free, please check if you plan to attend*) _____
Friday Luncheon: Luncheon Buffet (check one) \$15.00 _____

- 1) Lemon Parmesan Chicken _____
- 2) Tortellini & Pesto Cream (vegetarian) _____

Friday Tours: (check one): Do not pay NYAC for the tours. We just need a head count!

- National Museum of Dance: _____
- National Museum of Racing: _____
- Congress Park & Mineral Springs _____
- Saratoga National Battlefield: 10 minimum needed _____

On-campus Lodging: Arrival Date: _____
 *for late arrivals only, arrival time _____
 Departure Date: _____
 Number of Nights: _____
 Single Room _____ *Double Room _____

Cost: single or double is \$43.00 per person per night whether you are in a single or double!

Housing Total _____

* If requesting a double room, name of preferred roommate _____

NYAC Membership Fee (*This fee is required of all attendees!*) \$15.00 _____
Late Fee (after May 18th)*** \$10.00 _____

***NOTE: ON-CAMPUS HOUSING BOOKING WILL NOT BE ACCEPTED AFTER MAY 13TH ***

TOTAL SUBMITTED \$ _____

Please make checks payable to **NEW YORK ARCHIVES CONFERENCE** [NOTE: Checks made out in any other way cannot be deposited and will be returned]. You will provided with a receipt. Thank you.

To help us plan workshop and session rooms, please circle the sessions you plan to attend:

W1 W2 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 R1*
R2* R3* T1 T2 T3 T4

*If you are attending one of the Roundtables, please include your questions for discussion with your registration information or email them to G. Hutchinson at the email address noted below.

PLEASE MAIL YOUR COMPLETED REGISTRATION FORM AND CHECK TO:

Gertrude B. Hutchinson
New York Archives Conference
c/o 2113 Western Ave., Suite 1,
Guilderland, NY 12084

If you have any questions, please contact Gertrude Hutchinson at (518)456-7858, ext. 24, or email ghutchinson@fnysn.org. Please put **NYAC** in the subject heading. Thank you

