

New York Archives Conference Annual Meeting Nazareth College, Rochester, NY June 6-8, 2012

NYAC 2012 is supported by generous contributions from the Cutting Corporation, Gaylord, Hudson Microimaging, and John A. Woods Appraisers

Wednesday, June 6th, 2012

8:30 – 9:00 Registration & Continental Breakfast

9:00 – 11:45 Workshop 1: “To Preserve and Protect: Security Solutions for New York’s Historical Records”

Registration limited to 20 on a ‘first come first serve’ basis.

Workshop fee: \$5.00

Workshop presenter: Maria Holden, Chief, Archival Services, New York State Archives

Workshop Description: Did you know?

- Almost all historical records repositories have experienced theft of historical documents, whether they know it or not. Many thefts remain undetected, leaving thieves unidentified and records lost.
- Nearly all thefts are committed by employees, volunteers or authorized researchers.

With careful planning, awareness of warning signs, and proactive security solutions, you can reduce the window of opportunity for historical record theft. Maria Holden, Chief of Archival Services at the New York State Archives, will present an interactive workshop on archival security, preparing participants to take immediate action to strengthen their local security programs. Topics include staff awareness, insider theft, ways to control access, and developing institutional security policies.

Holden will provide a preview of the State Archives’ all new web-based resource on archival security. Funded by NHPRC, the web site was developed for New York’s historical records repositories, especially small and mid-sized archives and other organizations that care for materials that contribute to the history of New York. *Historical Records Theft: Security Solutions* includes practical guidance on theft prevention, response, and recovery as well as dozens of downloadable resources, including toolkits, sample policy documents, and more.

9:00 – 11:45 Workshop 2: “Managing Your Images & Digitizing Your Images”

Registration limited to 25 on a ‘first come first serve’ basis.

Workshop fee: \$10.00

Workshop presenters: **Gail Fischer**, Regional Advisory Officer, Region 7-Rochester Area (Livingston, Monroe and Ontario Counties) & Region 8-Western New York (Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming Counties) , and **Michael Martin**, Electronic Records Archivist, Archival Services, both New York State Archives

Workshop Description: **This is an all day workshop.** The morning session covers some of the basics including preservation of historical photographs as well as negatives, outreach, and some basic principles such as provenance, context, and original order. The afternoon session covers such questions as what is digitization? Why digitize? Attendees will be given some basics such as capturing the images, metadata, how to share and display your images. Attendees will be able to share their success and challenges, learn from other attendees, and ask questions of each other.

10:15-10:30 Break

11:45 – 1:30 Lunch—on your own (a list of campus and local restaurants will be available)

1:30 – 4:45 Workshop 2: Reconvenes

2:45-3:00 Break

5:30 Dinner on your own— (a list of campus and local restaurants will be available)

Thursday, June 7th, 2012

8:00 – 8:30 Registration & Continental Breakfast

8:30 – 8:40 Welcome – Dann Braveman, President of Nazareth College

8:40 – 9:15 Plenary Speaker: Maria Holden, Chief, Archival Services,
“Responding to Disaster: It Takes a Village”

Five years after the floods of 2006, Hurricane Irene and Tropical Storm Lee struck a records community in New York much better prepared than ever before. The speaker will examine the successes as well as lessons of the 2011 response effort using stories from the field to reveal the perspectives of local, state, and non-government repositories. She will offer practical advice,

based on fresh experience, on how to prepare for a disaster and find help when one strikes. She will also highlight new opportunities for training, communication, and collaboration when preparing for and responding to disasters.

9:15 – 10:00 NYAC Members Annual Meeting

10:00 – 10:15 Break

10:15-11:45 Concurrent Sessions

Session 1 – “Mobile Apps for Archives: QR Codes – A Three-Phase Case Study

Mobile apps are ubiquitous, so why not in archives as well? This session will present a case study of how Syracuse University Archives took a graduate student inspired project involving QR (“Quick Response”) codes and melded it with an ongoing project to document the history of every building on campus on the Archives’ website. Staff from the SU Archives will explain the project in detail and will be on hand to lead a discussion on other ways to use mobile apps to enhance archival programs.

Chair: Edward L. Galvin, Director SU Archives and Records Management

Speakers:

Susan Hughes, Processing Archivist, Syracuse University Archives and Records Management,
“130 Buildings and Counting: The Research Phase”

Edward L. Galvin, Director, SU Archives and Records Management,
“Sharing Our Buildings with the World: The Web Phase”

Cara Howe, Assistant Pan Am 103 Archivist, SU Archives and Records Management,
“SU History in a ‘Snap’: The QR Code Phase”

Session 2 – “What Lies Beneath: Discovering the Undiscovered”

Collections may be neatly cataloged, carefully curated and securely stored, but their story does not stop there. This session looks at the new discoveries that happen with old collections. One collection at the Buffalo Museum of Science lay dormant for almost a century until its story was truly understood. At Niagara Falls Public Library, collections merged after the library inherited all of the materials from the Niagara Falls Historical Society. From hotel ledgers to fireproof suits, each box is a fresh discovery. The Reinstein collection was culled from a vast collection housed in the “stone house” of the Reinstein Woods and the family’s fire damaged attic. Out of the dust came a collection so varied that you will be captivated by the family’s story.

Chair: Kathleen DeLaney, Archivist, Canisius College

Speakers:

Kathryn Leacock, Curator of Collections, Buffalo Museum of Science, *“40 wooden cases, sight unseen...The Stories of the P.G.T. Black Collection”*

Jennifer Dennis Potter, Project Archivist, Niagara Falls Public Library, Local History Department, *“Taming the Rapids: Cataloging and Preserving the Niagara Falls Public Library Local History Collection”*

Cindy Seitz, Librarian, Cheektowaga Public Libraries, Anna M. Reinstein Memorial Library, *“Reinstein Archives: The Socialist, the Humanitarian, the Philanthropist and the Historian. From Russia to Buffalo, New York 1866-1998”*

11:45 -2:00 Lunch on your own

2:00 – 3:30 Concurrent Sessions

Session 3– “Uncovering Genealogical Records in Archives”

This session will identify the varied types of records available to those doing genealogical research that are held by archival institutions and which may not always be the first place a genealogist might look. From chattel mortgages held by local governments, to faculty papers found in college archives, to cemetery records located in library collections, all these and more may be of great interest when one is tracing their family’s history.

Chair: Nancy Maliwesky, Archivist/Manager and Director, American Pomeroy Historic Genealogical Association

Speakers:

Suzanne Etherington, Ph.D, Advisory Officer, Region 6 & Interim Advisory Officer for Yates and Steuben Counties in Region 7, New York State Archives, *“Hidden Treasures: Historical Records at NYS Local Governments”*

Edward L. Galvin, Director, Syracuse University Archives and Records Management, *“Often Overlooked: Genealogical Records in Colleges and Universities”*

Holly Sammons, Head Librarian, Onondaga County Public Library, *“Onondaga County Public Library: One of the Best Kept Genealogical Secrets”*

Session 4 – “As we move toward the future, How are we doing?”

Even though the economy is starting to turn around, many cultural organizations are still struggling financially. How is convergence helping? How are organizations thinking about sustainability? Is the future still bright? What steps are next?

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

Speaker: Jill Hurst-Wahl, Director, Library & Information Science Program, Syracuse University School of Information Studies

Session 5 – “MPLP in Theory and Practice: The Pros and Cons of ‘More Product, Less Process’ and Minimal Processing Initiatives”

Chair: Daniel DiLandro, MLS, CA, College Archivist & Special Collections Librarian, Buffalo State

Speakers:

Laura Streett, Archivist, Vassar College, **“Zen and the Art of MPLP: One Archivist’s Experience”**

Karen Walton Morse, Manager of Library and Archival Services, Historic Hudson Valley, **“More Product, Less Process and What it Means to Us as a Profession”**

Geoffrey Williams, University Archivist/Campus Records Officer, State University of New York at Albany, **“Pursuing the Middle Way: Description Determined by Need and Opportunity at SUNY at Albany”**

3:30 – 4:00 Poster Sessions & Break

Poster Sessions: *Historical Collections in New York State: Managing in a Changing World*

4:00 – 5:30 Roundtable Discussions

Ever attend a session or presentation and find yourself frustrated by that discussion? Join us for the 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 which 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 – Image Roundtable: Opportunities, Problems and Issues.

Facilitator: Barb Morley, Digital Archivist, Kheel Center, Cornell University

When is it allowable or important to define acceptable image use? What are the rights of unidentified (but identifiable) third parties? How do we determine ‘research value’ in the changing landscape of inquiry? Are our preservation and access decisions appropriate and equitable, and how do we know? What are the impacts of reproduction and use fees on archival

management, image use, and scholarship? How does the use of social media impact image services? Discuss these or other issues with colleagues who face similar challenges!

Roundtable 2 – Theft & Security in Archives

Facilitator: Debra Kimok, Special Collections Librarian, SUNY Plattsburgh

Have you experienced theft in your archives? How did you know? Was the thief an insider? Do you suspect that items are missing, but have no way to verify it? What kinds of security measures do you have in place? What would be your security “wish list”? What factors prevent you from optimizing security?

Content for this discussion is expected to include, but are not limited to, best practices, software/hardware solutions, theft risk, and barriers to security. Participants are encouraged to share your experiences and expertise.

Roundtable 3- Electronic Records

Facilitator: Michael Martin, Electronic Records Archivist, Archival Services, New York State Archives

This Roundtable will be useful 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.

6:00 – 8:00 Gala Reception (Nazareth College)

Friday, June 8th, 2012

8:00 – 8:45 Registration & Continental Breakfast

8:45 – 10:15 Concurrent Sessions

Session 6 – NY Heritage Project – What & How

This session will include a variety of information regarding the new York Heritage Project, including background information on how it all got going, the oversight of the project, what library councils/networks are involved throughout the state, how digital items for the website are accomplished in different library council regions of the state (how they are the same, where they differ), logistics such as upgrades to the site and how they are accomplished, and especially, what the future plans are expected to be.

Chair: Jane Subramanian, Emerita/Librarian Archivist, SUNY Potsdam

Speakers:

Laura Osterhout, Member Services Librarian, Rochester Regional Library Council, "Historical Context of the Project"

Deirdre Joyce, Assistant Director & Regional Archivist, Central New York Library Resources Council, "Current Status and Activities"

Susan D'Entrement, Regional Archivist, Capital District Library Council, "**Training NY Heritage Member and Spreading the Word**"

Session 7 – Lone Arrangers

This session discusses how lone arrangers manage time and other limited resources; the process and benefits of working with a mentor or coach and other lone issues.

Chair: David White, Associate Professor of Philosophy, St. John Fisher College

Speakers:

Nancy Greco, Instruction and Archives Librarian, St. John Fisher College, "Lone Arrangers need plenty of institutional support"

Bridget Bower, Archivist, Ithaca College Archives & Special Collections Keeping Busy, Keeping Track, and Transitioning In and Out of Lone Arrangerdom."

10:15-10:30 Break

10:30 – 12:00 Concurrent Sessions

Session 8 – Tools to Manage and Exhibit Digital Collections from your Repository

Archivists are increasingly looking for ways to put their content online, and just as importantly to manage and preserve it over the long-term. Presenters will discuss tools, such as the IR-plus and Rosetta systems as a possible way forward to manage digital content, especially content developed in an academic setting, such as scholarly research and publication, and records of their institutional heritage. The open source tool, Omeka will be presented, which gives archivists a relatively easy way to streamline and automate the process of building digital exhibits.

Chair: Mark Wolfe, Curator of Digital Collections, State University of New York at Albany

Speakers:

Suzanne Bell, UR Research Projects Administrator, University of Rochester (River Campus Libraries) “Looking at the IR+ institutional repository through an archival lens: a SWOT analysis”

Nathan Sarr, Web Developer, Digital Initiatives Unit, University of Rochester (River Campus Libraries) “Looking at the IR+ institutional repository through an archival lens: a SWOT analysis”

Edward Corrado, Director of Library Technology, Binghamton University, “Digital Preservation at Binghamton University Libraries”

Lori Birrell, Manuscript Librarian, University of Rochester (River Campus Libraries), “Omeka: Bringing the 19th Century On-line: Post Family Papers Digitization Project”

Session 9 – Collaborative Programs

Chair: Gail Fischer, Regional Advisory Officer, Region 7-Rochester Area (Livingston, Monroe and Ontario Counties) & Region 8-Western New York (Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming Counties), NYS Archives

Speakers:

Prudence Backman, Coordinator, Access Services, NYS Archives, “Public/private collaborations to put public documents online: the NYS Archives/Ancestry.com Vital Records Digitization Project”

The New York State Archives is collaborating with Archives.com to index and put online its vital records available in microfilm. The speaker will discuss the details of this groundbreaking agreement which is cost free to the State Archives, and cost free to New York researchers entering Archives.com's data through the New York State Archives. It is hoped that other New York State holders of vital records will join the project.

Jeremy Linden, Preservation Environment Specialist, Image Permanence Institute, College of Imaging Arts & Sciences, Rochester Institute of Technology, “**Collaborative purchasing and loaning of expensive equipment for use by local repositories. A WNLC project report.**”

The speaker will examine the Western New York Library Resources Council's purchase of environmental monitoring equipment for loaning to small local repositories to establish baseline conditions in their repositories.

Rosemary Switzer, Assistant Records Management Officer, and **Preston Pierce**, Ontario County Historian & Regional Archivist/Rochester Region, Ontario County Records & Archives Center, “**Core Values of Archivists: Making them Real at RAIMS.**”

Ms. Switzer will outline the Ontario County Records and Archives ideas for creating communication and awareness among municipal record holders initiated by the Director and

Records Management Officer Dr. Hans J. Finke. These methods will demonstrate the practicality of following CO2 retention schedules and the principles of Core Values and Code of ethics of the American Archivists.

Mr. Pierce will outline the Ontario County Records and Archives ideas for creating communication and awareness among local historians. These methods will demonstrate how historians keep the past alive by following the core values and code of ethics of the American Archivists.

12:15 – 1:45 Luncheon & Speaker: David Mack-Hardiman, Director of Training, People Inc., Amherst, NY, “*In Remembrance*”

It is estimated that more than one million people are buried in institutional cemeteries throughout the United States. Many of these cemeteries are located on the grounds of Psychiatric Centers, Schools for People who were Developmentally Disabled, or Alms or Poorhouses. The graves of individuals are sometimes unmarked, or, with a number or notation of the person’s religion.

People Inc., headquartered in Amherst, NY, is a large human service agency which serves people who have developmental disabilities and senior citizens. It has embraced the national, “Operation Dignity” movement to restore these burial grounds. Using historic documents, resources and records, volunteers from several municipal agencies and colleges have tended to more than 2,000 graves across Western New York. This inspirational story demonstrates passionate commitment to restore dignity and respect to the forgotten among us.

This is the sixth year that our speaker, David Mack-Hardiman, has coordinated the efforts to restore these abandoned cemeteries in Western New York.

2:00 Tours

Tour 1: Tour of Nazareth College Archives (maximum 25)

The Nazareth College Archives recently moved into an environmentally controlled space in the Library, being previously housed across campus. The Archives houses papers, ephemera, yearbooks, etc. of historical value to the College. This past summer the Archives was able to mount its first major exhibit showcasing dance at Nazareth over the last 4 decades.

The Archives also houses two other special collections. One, the Rosemary Courtney autograph collection, consists of approximately 1900 letters, signed photos and original drawings from artists, cartoonists, Hollywood stars and other well-known people. The second collection is comprised of many letters to and from Thomas Merton, a Trappist monk and author of over 70 books. In addition to viewing the physical space, visitors may hear about efforts to promote the Archives.

Cost: FREE

Location: on Nazareth campus

Length of Tour: 30 minutes

Tour 2: Tour of the Sisters of St. Joseph's Archive (maximum 25)

The Archives of the Sisters of St. Joseph of Rochester, established in 1972, is a significant religious collection housing documents, photographs, audio visual materials, and artifacts relating to the history of the congregation, the diocese, and the Roman Catholic Church.

Its focus is the history of the SSJ, beginning with their arrival in Canandaigua in 1854. Early materials document work in education, health care, and care of orphans. Later materials document a variety of ministries as well as missions in Alabama and Brazil.

Visitors will begin by viewing the Graced History wall, a display of images and text that traces the story of the congregation. In the Archives, they will see the facility itself and a selection of archival materials. They will also see the Religious Life Library which adjoins the Archives.

Cost: FREE

Drive time to tour site: 15 minutes

Length of Tour: 60 minutes

Tour 3: Cary Graphic Arts Collection, Rochester Institute of Technology (maximum 15)

The Cary Graphic Arts Collection is one of the country's premier libraries on graphic communication history and practices. The collection holds comprehensive primary and secondary resources on the development of the alphabet and writing systems, early book formats and manuscripts, calligraphy, the development of typefaces and their manufacturing technologies, papermaking, printing and illustration processes, bookbinding, and artists' books. The Cary Collection also manages the Graphic Design Archive, comprised of some thirty-six archives documenting the work of important 20th-century Modernist graphic designers.

Tour participants will view a selection of artifacts from the Cary Collection and visit our working pressroom, which houses a collection of historical printing presses and a wealth of metal and wood type.

Cost: FREE

Drive time to tour site: 22 minutes

Length of Tour: 45 – 60 minutes

Tour 4: Genesee Country Village & Museum (maximum 24)

Genesee Country Village & Museum helps visitors understand the lives and times of 19th-Century America through interactive programs, events, and exhibits. It is the largest and most comprehensive living history museum in New York State and maintains the third largest collection of historic buildings in the United States. The 700-acre complex consists of 68 historic structures furnished with 15,000 artifacts to provide an authentic 19th-century environment.

Guests will have a chance to tour the recently renovated John L. Wehle Gallery before it is opened to the public, stroll through the historic village and visit at least four locations including

the Altay Store, Hosmer's Inn, Walter Grieve Brewery and the Livingston-Backus House. The tour will be led by Peter Wisbey, Curator of Collections and Brian Nagel, Director of Interpretation.

Cost: FREE

Drive time to tour site: 42 minutes

Length of Tour: 120 minutes

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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](#).

In order to be considered for a Professional Development Grant, all materials must be received by **5 p.m., Wednesday, April 25, 2012**. Notification of selections will be made by Wednesday, May 2, 2012. 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 Nazareth College

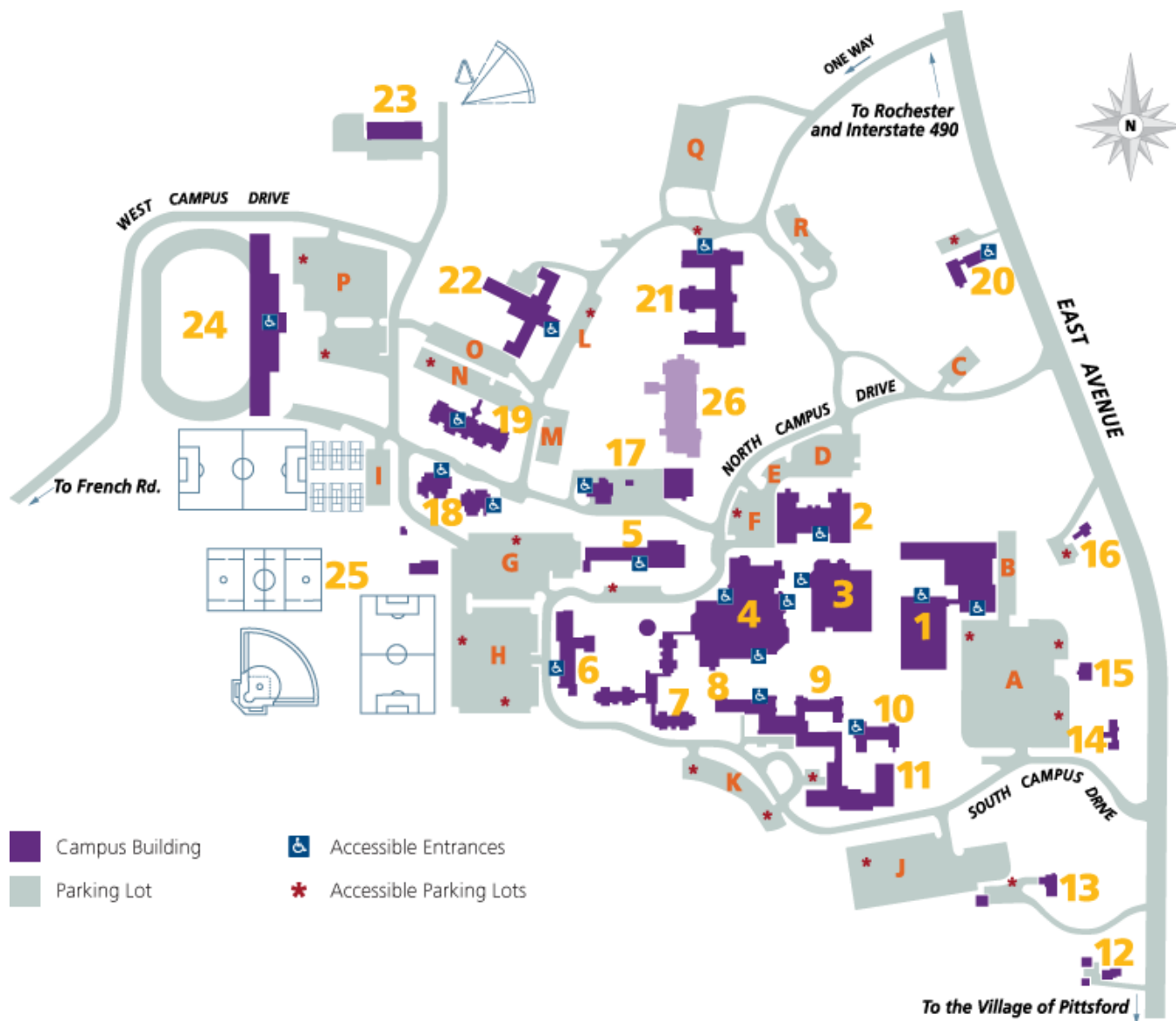
4245 East Avenue, Rochester, NY 14618,
Phone 585-389-2525

[Driving Directions](#)

Travel times to Nazareth from...

Albany	2 hours 45 minutes
Binghamton	2 hours 45 minutes
Buffalo	1 hour 30 minutes
Ithaca	1 hour 45 minutes
New York	5 hours 45 minutes
Plattsburg	5 hours 30 minutes
Syracuse	1 hour 30 minutes
Utica	2 hours 15 minutes

[Additional Hotel and Lodging Information](#)



1. Arts Center/Wilmot Recital Hall
2. Smyth Hall
3. Lorette Wilmot Library
4. Otto A. Shults Community Center
5. Carroll Hall
6. Clock Tower Commons
7. O'Connor Residence Hall Complex
8. Lourdes Residence Hall
9. Medaille Residence Hall
10. Founders Residence Hall
11. Kearney Residence Hall
12. Nazareth Guest House
13. La Maison Francaise
14. Casa Hispana

15. Casa Italiana
16. Music House
17. Psychology Center/Maintenance
18. Breen & Lyons Residence Halls
19. Anna Portka Residence Hall
20. Admissions Center
21. Golisano Academic Center/Linehan Chapel
22. Elizabeth George Residence Hall
23. Grounds Building
24. Stadium & All-Weather Track
25. Tennis Courts & Playing Fields
26. Integrated Center for Math and Science - *Opening Fall 2012*

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 John A. Woods Appraisers for his sponsorship of scholarships

Registration questions? Contact Conference Co-chair, Pamela Cooley
 Phone (607)397-7323 or [Email](#) (please enter **NYAC** in the subject heading)

If you are attending one of the Roundtables, [email](#) your questions for discussion to Conference Co-Chair G. Hutchinson (please enter **Roundtable** in the subject heading)

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