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GALLERY OF CONTRIBUTORS

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**Rebecca Altermatt** is vice president, Library Division, Clancy-Cullen Moving and Storage, a library relocation, storage, and project management firm located in New York. Previously she served as archivist for the State of Washington and, prior to that, the Archives of Irish America at New York University, where she also was the lead project archivist for the Printed Ephemera project, which is examined in her article. Altermatt has worked in a variety of settings including the U.S. Senate, non-profit, and academia. She also spent several years as lead archivist for the Winthrop Group, a New York City-based consulting firm providing archival services to a wide variety of clients. She holds an MLIS from the University of Texas in Austin and a BA from the College of Saint Benedict in Minnesota.



**Sarah A. Buchanan** is an archivist at the Meadows School in Las Vegas, Nevada. Her research interests include the use and accessibility of archival materials for historical study and classroom teaching, as well as development of information resources in the arts and humanities. She received an MLIS from the University of California, Los Angeles.



**Lora J. Davis** is a December 2011 MLIS graduate of the Archival Studies Program at the University of Wisconsin-Milwaukee. She holds a previous MA in the history of industrialization and technology from the University of Delaware's Hagley Graduate Program, and a BA in American history from Susquehanna University. At the University of Wisconsin-Milwaukee, Davis was awarded the Timothy L. Ericson Scholarship in Archival Studies and the MLIS Chancellor's Student Award. Her research interests include digital preservation (especially of born-digital manuscript collections), Web design and accessibility, and the history of American industrialization, environmental pollution, and social organizations. She is a member of the Mid-Atlantic Regional Archives Conference (MARAC) and the Society of American Archivists, where she is also a member of the Accessibility Working Group. Since 2008, she has worked as a library analyst at the University of Delaware Library Special Collections Department.



**Jody L. DeRidder** is assistant professor and head of Digital Services at the University of Alabama Libraries. She has an MS in computer science and another in information sciences, and she focuses on digital library infrastructure development and support. Her research interests include developing pragmatic solutions for digital archives, their services, and their target audiences.



**Rabia Gibbs** is a research assistant professor and diversity librarian resident at the University of Tennessee at Knoxville. She received her MLIS in archives and preservation management from the University of Pittsburgh and has a second master's degree in education from Arcadia University. Her current research interests include increasing diversity in archival collections through sustainable outreach practices and creating collaborative digital projects that provide open access to archival collections, research materials, and scholarly output.



**Adrien Hilton** is the printed ephemera project archivist at the Tamiment Library at New York University. She holds an MLS from the Graduate School of Library and Information Studies at Queens College in New York City and a BA in social thought and political economy from the University of Massachusetts. Previous to her employment at Tamiment, Hilton worked as the archivist for the Redstockings Archives for Action, where she processed the organization's wide-ranging women's liberation collections with holdings in both New York City and Gainesville, Florida.



**Karsten Jedlitschka** earned a master's degree in modern history and German literature in 1999 and received his teaching diploma in 2000. He received a PhD from the University of Munich in 2004. He was a visiting scholar in the history department at Princeton University. Jedlitschka completed his archival education at the Institute for Archival Sciences Marburg and the Saxonian State Archives Dresden. He worked as an archivist at the German Historical Institute in Rome, served as head of archives at the German National Academy of Sciences at Leopoldina, and, since fall 2007, has been the deputy director of the Department of Archives and the Federal Commissioner for the Records of the State Security Service of the former German Democratic Republic (BStU).



**Jane Kenamore**, a Fellow of the Society of American Archivists, began her archival career at the Rosenberg Library in Galveston, Texas. After relocating to Chicago in 1988, Kenamore was the archivist of the Art Institute of Chicago, then director of education of the Society of American Archivists, and then archivist of the American Medical Association. Since 1997, she has been a partner with Kenamore and Klinkow, archives consultants. From 1998 to 2002, she taught advanced archives management at Dominican University, River Forest, Illinois. Kenamore has been a member of SAA since 1976 and is a charter member of the Academy of Certified Archivists. She served on the SAA Council from 1997 to 2000 and was the ACA Regent for Exam Development from 1995 to 1997.



**Jeffrey Mifflin** is the archivist and curator of special collections at the Massachusetts General Hospital in Boston. He has worked as a curatorial assistant at Harvard's Collection of Historical Scientific Instruments and as an archivist at McLean Hospital, the Massachusetts Institute of Technology, Harvard Business School, the Pioneer Group, the Wakefield Charitable Trust, and the Massachusetts Medical Society. He has an AB from Harvard University, a JD from Northeastern University School of Law, an MA in history and archival methods from the University of Massachusetts at Boston, and an MS in library and information science from Simmons Library School.



**Cristine Noriko Paschild** has been the head of special collections and university archivist at Portland State University Library since 2008. Before returning to her home state of Oregon, she spent seven years with the Japanese American National Museum in Los Angeles, most recently as the director of collections management and access, and has since revisited the institution as a consultant. She holds an MA in English and an MLIS, both from the University of Michigan. During her time at UM's School of Information, she worked as a processor with the Bentley Historical Library in Ann Arbor and completed an internship at the Little Big Horn College Archives on the Crow Indian Reservation in Montana. She is currently the secretary for the Northwest Archivists.



**Amanda Axley Presnell** is the digitization outreach coordinator for Digital Services at the University of Alabama Libraries. She holds an MLIS with a focus in archives. She was the project manager for the NHPRC–grant-funded Septimus D. Cabaniss Papers project, which modeled low-cost digitization for large manuscript collections.



**Katie Richardson** is the archivist for Special Collections and University Archives at Pepperdine University. She is currently assisting in standardizing the department by creating a processing manual and records retention schedule for the university. Prior to her appointment at Pepperdine, she was a project archivist at USC working on the CLIR-funded project Excavating L.A.: USC's Hidden Southern California Historical Collection. She received an MLIS with an emphasis in archival management from the University of California, Los Angeles.



**Jessie Sherwood** received her doctorate in medieval studies from the University of Toronto's Centre for Medieval Studies in 2005. She recently finished her MLIS at the University of Washington's Information School, and, as of September 2010, is postdoctoral fellow at the Maison des Sciences de l'Homme Angé-Guepin, Nantes.



**Helen R. Tibbo**, Alumni Distinguished Professor at the School of Information and Library Science at the University of North Carolina at Chapel Hill, teaches in the areas of archives and records management; digital curation and preservation; appraisal; and archival access, outreach, and public service. Tibbo is a Fellow of the Society of American Archivists and was president in 2010–2011. For more than twenty years, she has served on a variety of SAA committees and boards, and she cofounded the Research Forum. She was principal investigator for the IMLS-funded DigCCurr I to develop an International Digital Curation Curriculum for master's-level students. She is also the PI for DigCCurr II, which extends the Digital Curation Curriculum to the doctoral level and will provide week-long summer workshops for digital curation practitioners. Tibbo is a co-PI with collaborators from the University of Michigan and the University of Toronto for the NHPRC-funded project to develop standardized metrics for assessing use and user services for

primary sources in the government section. She is also a co-PI with Gary Marchionini and Christopher Lee on the NSF-funded Preserving Video Objects and Context: A Demonstration Project and its continuation funded by NDIIPP of the Library of Congress. Tibbo earned her PhD from the University of Maryland College Park in library and information services and has master's degrees in library and information science and American studies



**Kevin W. Walker** is assistant professor and user engagement and assessment librarian at the University of Alabama Libraries. He holds an MLIS and is ABD in public policy and administration.



**Sara White** earned her MA in library and information studies with an archival concentration from the University of Wisconsin, Madison and a BA in history from the University of Colorado, Colorado Springs. An active member of the Society of American Archivists, she serves on the Joint Working Group on the Accessibility in Archives and Records Management and heads the working group's outreach subgroup. White first became interested in documenting people with disabilities when in a graduate historiography class. She currently works as an archival assistant at the Wisconsin Historical Society.



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# SUCCEED!

## THE **LONE** ARRANGER SUCCEEDING IN A SMALL REPOSITORY

BY CHRISTINA ZAMON



List \$69.95 (SAA members \$49.95)  
Society of American Archivists (2012)  
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A significant portion of U.S. institutions charged with the preservation of our cultural heritage are small repositories and one-person shops. Rapid advances in technology, increasing regulation on institutional records, and exponential growth in the volume and variety of cultural resources being collected put added pressure on these lone arrangers to find efficient and effective ways to manage their archives.

*The Lone Arranger: Succeeding in a Small Repository* offers guidance on how to handle common work demands while promoting archives best practice. Author and lone arranger Christina Zamon of Emerson College in Boston uses a deft touch to address a comprehensive range of topics, including administration and budget, fundraising and donor relations, information technology, collections management, records management, preservation, reference and outreach, facility management, disaster preparedness, and internship and volunteer programs.

In addition, case studies by a dozen practitioners representing diverse backgrounds, institutional settings, and geographic locations discuss the challenges they faced when they found themselves responsible for the full spectrum of archives work with limited or no paid staff to assist. Case study contributors include Barbara Austen, Terry Baxter, Michelle Ganz, Russ Gasero, Tamara Gaydos, Jeremy Linden, Meg Miner, Christina Prucha, Peg Siciliano, John Slate, Alison Stankrauff, and Nicole Thaxton.

Seasoned archivists and newcomers to the profession will benefit from the practical tips, sound advice, and resources shared throughout the volume, as well as the opportunity to connect to the broader community of professional archivists.

If you're a lone arranger, with this book you'll find yourself less alone!

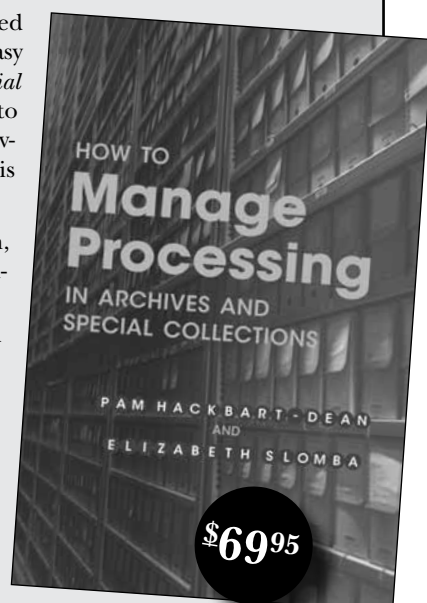


# Make Progress with Better Processing

Every archives strives to have an active, well-planned processing program—but achieving this is no easy task. *How to Manage Processing in Archives and Special Collections* breaks down what you need to know to establish or revitalize your processing program, delivering effective methods to help you succeed. This resource is packed with information about:

- Creating a framework for a processing program, including developing processing policies, priorities, and strategies.
- Managing the day-to-day work of processing and assessment techniques that can be crafted for individual programs.
- Archival best practices and standards, as well as various management aspects of implementation, maintenance, and assessments.
- The “patron-based approach” to managing processing, which involves a variety of strategies and tools to administer workflows, achieve processing goals, and help users find desired materials.
- The importance of effectively assessing the demands for descriptions and item-level cataloging to make collections available more swiftly.
- The application of standards in the adoption of trends and new concepts in processing (Web 2.0 tools and “More Product, Less Process”) and in handling outside demands (digitization, user needs).

Whether you’re a manager of a number of archivists, a member of a team of processing archivists, or a lone arranger, *How to Manage Processing in Archives and Special Collections* is your go-to guide for developing and managing a processing program. With an effective processing program in place, your archives will be better positioned to help users find the materials they need.



(SAA Member price \$49.95)



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that are important  
to our profession..."*

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*"...great educational  
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**Jac Treanor**



*"...exceptional  
networking opportunities  
with professionals from  
across the country."*

**Wilda Logan**

# FIND IT IN THE ARCHIVES

## October is American Archives Month—

a time when archivists nationwide unite to raise awareness about archives and the incredible collections they hold. The Society of American Archivists continues to support the effort with *I Found It In The Archives!*, an annual contest held in conjunction with American Archives Month that gives both seasoned and new archives users the opportunity to share stories about discoveries they've made through archives. From uncovering a decades-old mystery to stumbling on the diary of a long-lost relative, each discovery is unique and remarkable.

There is strength in numbers! This year, add to our collective voice by celebrating your archival collections with your community. For more information about how your archives can participate in *I Found It In The Archives!*—and American Archives Month—visit <http://www2.archivists.org/initiatives/american-archives-month>.

Archivist Martha Briggs (left) helps Liesl Olson find “it” — diaries, letters, and photos of Fanny Butcher (1888–1987), the longtime literary editor of the Chicago Tribune — in the archives at the Newberry Library in Chicago.



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