

http://www

CAA News

Spring 2016

Capital Area Archivists
www.capitalarchivists.org/caa CAANY@yahoogroups.com

INSIDE THIS ISSUE

- 1 Interview with Greg Wiedeman
- 1 Renowned Illustrator and UAlbany Alumna Marcia Brown to be Celebrated
- 2 New Tools: Archives Network Transfer System
- 3 News from Schenectady County Historical Society
- 4 Workshops at the New York State Archives

Interview with UAlbany's new University Archivist: Greg Wiedeman

Can you give the pronunciation of your last name?

I'm not sure how to write it, but it's Wee-Duh-Men, though it's been pronounced many ways and I'm not picky about it.

What is your educational background and how did you become interested in archives?

I was an undergraduate history major at Marist College from 2007-2010 where I started working as a student assistant. They had gotten an NHPRC grant to process the 2000 linear ft. Lowell Thomas Papers and the Project Archivist was gracious enough to identify and describe large portions of the A/V materials, so I got a good amount of hands-on experience early on. I thought about pursuing a Ph.D and applied for a couple programs before attending UAlbany in the MA/MSIS dual degree program. I loved readings classes, and still thought I'd go for a

Please see *Interview* on page 2

Renowned Illustrator and UAlbany Alumna Marcia Brown to be Celebrated

The University at Albany Libraries' M.E. Grenander Department of Special Collections and Archives invites you to "Celebrating the Life of an Artist: Marcia Brown, Class of 1940, (1919-2015)" on Friday, April 8, 2016, 2:00 - 5:00PM at the Patricia and J. Spencer Standish Room, Science Library, University at Albany, SUNY. Please join us to celebrate the life of Marcia Brown, New York State College for Teachers Class of 1940, an internationally renowned illustrator and author of children's books. She was a three-time winner of the Caldecott Medal, the American Library Association's highest award for excellence in children's' book illustrations, for three of her books: *Cinderella, or the Little Glass Slipper* (1954); *Once a Mouse* (1961); and *Shadow* (1982), and six more of her books are Caldecott Honor Books. For more information about Marcia go to: <http://library.albany.edu/speccoll/marciabrown/>.

Please see *Marcia Brown* on page 3

Officers:

Michael Martin,
President
John Diefenderfer,
Vice-President
Keith Swaney,
Secretary
Brian Keough,
Treasurer
Susan D'Entremont,
Membership Chair
Emily Allen,
Newsletter Editor
Craig Carlson,
Board of Directors
Michael Maloney,
Board of Directors
Mark Wolfe,
Board of Directors

New Tools: Archives Network Transfer System (ANTS)

By Greg Weideman

At the M.E. Grenander Department of Special Collections & Archives here at UAlbany, we have been working on an experimental tool that enables university staff and outside donors to transfer records to the archives. ANTS, for Archives Network Transfer System, is a desktop application for Windows that uses a simple and intuitive graphical user interface (GUI) to make it easy for inexperienced users to transfer permanent records.

“ANTS, for Archives Network Transfer System, is a desktop application for Windows that uses a simple and intuitive graphical user interface (GUI) to make it easy for inexperienced users to transfer permanent records.”

ANTS uses digital forensics tools to create standardized packages of office files, PDFs, email exports, and other administrative records with checksums and filesystem metadata. It uses the Library of Congress’s Bag-It standard to create “bags” and transfers them over existing network infrastructure, File Transfer Protocol, and shared GoogleDrive folders.

We hope that ANTS enables donors to transfer permanent records quick and easily in a way that integrates effortlessly into their typical work practices while preserving the records’ original order, unique context, and providing information about its use. ANTS will be a major step forward for the University Archives here at UAlbany. Accepting born-digital records in their original context as standardized packages with filenames and original timestamps will enable us to automate much of our processing while following the Open Archival Information System (OAIS) model.

We are not sure if ANTS will develop into a sustainable model for other archives to follow. For now we hope to implement ANTS on our campus throughout 2016 and get feedback from users. We do encourage other

Please see *ANTS* on page 4

Interview from page 1

doctorate, so I actually completed all my history courses first. At that point, Marist had gotten another big NHPRC digitization grant, and the archivist there asked if I wanted to come back part-time over the summer. That’s when I really understood how interesting and challenging archives are. I worked with glass plate negatives, helped oversee students scanning, and managed a lot of the metadata. I commuted up to Albany for the next year and squeezed in my MSIS degree. I was able to get a full-time Project Archivist job at UAlbany in 2014, and I learned a bunch of important technical skills that positioned me well when the University Archivist job opened up.

Please see *Interview* on page 6

News from Schenectady County Historical Society

NEW COLLECTION: The Grems-Doolittle Library at the Schenectady County Historical Society recently received a collection of postcards relating to Schenectady. The collection was donated by SCHS member **Wayne Tucker** who passed away in November 2015. Mr. Tucker was an avid collector of postcards and the collection comprises 19 binders filled with postcards, trade cards, and other ephemera. The collection is quite comprehensive and will often have postcards of the same place or landmark from different years, showing how it developed over time. Staff and volunteers have started indexing the collection and part of the collection is being digitized on the Schenectady County Historical Society's New York Heritage Page at <http://nyheritage.nynln.net/cdm/landingpage/collection/p16694coll45>.

SPECIAL EVENT: In 1776, we declared our independence from Great Britain and changed the course of history forever. On **June 25 and 26**, step back in time and be a part of the action for our two-day living history event. Explore our local role in the conflict and decide for yourself; would you have supported the Crown, or would you have been a part of the Revolution?

SAVE THE DATE

**Annual Archives
Dinner will take
place on
Wednesday,
October 5, 2016**

Marcia Brown from page 1

To celebrate Marcia Brown's life and work, we are delighted to have special guest Anita Silvey, former editor of *The Horn Book* and author. Anita Silvey has devoted 40 years to promoting books that will turn the young—and families—into readers. To do this she has appeared frequently on NPR, *The Today Show*, *60 Minutes*, and radio programs in the United States and Canada to talk about books for children and teenagers. As *Publisher's Weekly* has said "It would be hard to find a more authoritative voice than Anita Silvey." Silvey will speak about her heartwarming and startling experiences gathering the stories for her book *Everything I Need to Know I Learned from a Children's Book!* (2009). Some of Silvey's other books for children and young adults include *Untamed: The Wild Life of Jane Goodall* (2015), *The Plant Hunters* (2012), *Henry Knox: Bookseller, Soldier, Patriot* (2010), *I'll Pass for Your Comrade: Women Soldiers in the Civil War* (2008), and *100 Best Books for Children: a parent's guide to making the right choices for your young reader, toddler to preteen* (2004)

Other speakers confirmed for the program include: Jeanne Lamb, New York Public Library; Dr. Kendra Howard Smith, Associate Professor, University at Albany; Dorothy Christiansen, Former Head of the M.E. Grenander Department of Special Collections and Archives; David Mitchell, Curator, Miriam Snow Mathes Historical Children's Literature; and John Solum, Music Teacher and Friend of Marcia Brown. Marcia Brown's original artwork will be on display. A reception will follow the program. Please RSVP to bkeough@albany.edu.

New York State Archives Spring 2016 Webinar Schedule

Please note that all webinars will be held from 10:00 AM to 11:00 AM.

To register for any of these webinars, visit the New York State Archives Website at <http://www.archives.nysed.gov/workshops/schedule>

Wednesday, April 13 - Conducting an Inventory of Paper Records

In having an efficient and functional records management program, it is critical for governments to maintain an up-to-date inventory of their records. This webinar introduces participants to the planning, implementation, and analysis of a records inventory for paper records.

The program will discuss:

- How a records inventory can help you control records
- How to plan for and carry out a records inventory
- Identifying records to inventory
- Collecting meaningful inventory data
- Analyzing the results of the inventory
- How to identify retention periods for records

Wednesday, May 4 - Email Essentials

Email messages can be official records when created or received in the transaction of public business. This webinar will provide an overview of fundamentals on managing record emails.

The webinar will discuss how to:

- Identify emails that are records
- Identify the retention period for e-mail records
- Consider the best retention strategies
- File, maintain, and preserve e-mail
- Develop an e-mail policy covering the management and acceptable use of e-mail

Wednesday, June 15 - Managing Case Files

Case files come in many different forms: legal files, personnel folders, student records, real-property files, among others. They also have many similarities: they are difficult to manage, they contain a variety of materials, many of them are confidential, and handling their disposition is often complicated. This webinar is intended for anyone who is responsible for managing case files and interested in improving the management of those records.

This presentation will:

- Identify pitfalls and benefits associated with case file management
- Consider methods to improve access
- Show how case file retention schedules can simplify disposition
- Examine modern storage equipment and filing strategies
- Evaluate benefits of digital imaging and electronic case file management

Wednesday, July 13 - Preserving Electronic Records

With ever-changing technology and the short life expectancy of the media on which they are stored, electronic records pose a special challenge to governments' preservation efforts. Governments' electronic records are found, not only on computer media, but also on audio tapes and videotapes. This presentation will be helpful for all government officials responsible for the preservation or maintenance of electronic records stored on computer media, audio tapes, and videotapes.

This webinar will:

- Describe the different types of electronic media
- Provide practical guidelines about various preservation techniques
- Provide information about proper storage methodologies
- Discuss how to maintain access to records

Wednesday, July 27 - Electronic Records Boot Camp

Welcome to the new frontier. As you consider your modern records management responsibilities, you may be thinking, "Kansas, this isn't Dorothy anymore." Your world seems to have changed from paper to bits overnight, and many people are unknowingly depending on your electronic records expertise to ensure ongoing access to and functionality of their records. This session is meant for all who have put one toe in the electronic records water and felt it to be a bit chilly for them or maybe a little overwhelming.

We will:

- Strip away IT jargon and discuss latest electronic records issues
 - Discuss the role of records management in this emerging world
 - Identify what you need to know to feel comfortable
- Outline key resources

ANTS from page 2

archivists to try ANTS and provide any comments or feedback. If nothing else, ANTS will provide a real-world use case on an important technical need, and serve to clarify the important challenges that come with transferring administrative records in a digital world. For more information, check out <http://library.albany.edu/archive/UniversityArchives/ANTS>.

Interview from page 2

What made you decide to come to Albany (obviously the position but do you have connections to upstate NY)?

I'm originally from the Poughkeepsie-New Paltz area, so while I never really had any direct connections here, it wasn't too far of a trip. I've come to really like Albany - it's a real city with a lot of interesting things happening that is still fairly affordable.

From what I understand, you've hit the ground running in your role as University Archivist at UAlbany. Can you talk about some of your duties as well as your hopes and plans?

Sure, my primary focus now is to establish a born-digital records collecting program for the University to make sure we're compliant with public records laws. Access is always at the top of the priority list, so I've been working to build an extensible processing program that prioritizes collections that see the most use, based on researcher visits and web analytics. I've also been working on a new public interface for our collections that will hopefully be public in the months to come. With my colleagues I've also been working to grow and standardize our finding aid metadata in ways that will enable a lot of automation.

Have you found a favorite document or collection in the UAlbany Special Collections?

We have a bunch of really great collections. The archives-nerd answer is probably the University Council Records, but that's mostly interesting because it showcases the collection-as-an-information-system vision I hope to apply to all our collections.

The David Baldus Papers are probably my favorite

NOTE FROM THE EDITOR: My sincerest thanks to Greg for taking the time to write about the ANTS program and to be interviewed. If you have or know of a tool that archivists may find useful or would like to be interviewed for the newsletter, please send me a note at emilysouthworth@yahoo.com.

from a history perspective. The guy empirically proved that capital punishment is disproportionately applied in the 1980s - something that's really pertinent today. I did a deep dive on the relevant Supreme Court rulings while I was working on the collection last year and the arguments are really fascinating.

What are some of your academic interests and pursuits?

My MA thesis looked at American perceptions of the Middle East in the 19th century using geography schoolbooks. I was always interested in powerful ideas people had that turned out to be absolutely wrong - how people create imaginary distinctions in really sophisticated ways that are driven by their own social pressures.

For archives research, I'm working on a paper that addresses the current (poor) state of archives metadata and talks about how we should borrow ideas from systems analysis to simplify our systems and make them easier to use.

Do you have any awards or accolades you'd like to share?

I won a Halloween costume contest once when I was 4. I was a Ninja Turtle and had a coat hanger and paper mache shell - I was awesome.

What are some of your outside interests and hobbies?

I've been skiing since I was 3, although it hasn't been a good season for that. I try to play roller hockey when I can, but mostly I end up walking our crazy Weimaraner in interesting places - she tends to run through windows and eat whole tennis balls when we don't. If anyone knows any good dog swimming spots, definitely let me know!