

Working Across Divisions

DISMANTLING BARRIERS AND SUSTAINING PARTNERSHIPS

Society of Tennessee Archivists

ANNUAL MEETING

October 14-15, 2024

University of Tennessee at Chattanooga Library
Chattanooga, Tennessee

Sponsored by

Kofile 

SCHEDULES

All events take place in the **Library** at the University of Tennessee at Chattanooga located at 600 Douglas Street in Chattanooga, Tennessee. Begin and end times are listed in Eastern Time (ET).

Pre-Meeting Workshop on Monday, October 14, 2024

Begin	End	Event	Location(s)
9:00 AM	10:30 AM	Preserving Digital Archives Workshop	Instruction Classroom Room 205
10:30 AM	11:00 AM	Break	Instruction Classroom Room 205
11:00 AM	12:00 PM	Preserving Digital Archives Workshop (Continued)	Instruction Classroom Room 205
12:00 PM	1:15 PM	Lunch on Your Own	
1:15 PM	3:00 PM	Preserving Digital Archives Workshop (Continued)	Instruction Classroom Room 205
3:00 PM	3:30 PM	Break	Instruction Classroom Room 205
3:30 PM	4:00 PM	Preserving Digital Archives Workshop (Continued)	Instruction Classroom Room 205

Annual Meeting on Tuesday, October 15, 2024

Begin	End	Event	Location(s)
8:00 AM	9:00 AM	Registration	Special Collections Room 439
8:00 AM	9:00 AM	Breakfast/Refreshments Sponsored by Kofile Preservation Solutions	Southern Writers Room Room 440
9:00 AM	9:50 AM	Disaster Response for Libraries, Archives and Cultural Institutions Workshop	Instruction Classroom Room 205
		Pillars, Partners, and Preservation: A Case Study	Meeting Room Room 209
10:00 AM	10:50 AM	Barcoding and Beyond: Streamlining Your Archive Relocation	Instruction Classroom Room 205
		Future of Archiving: Student Voices and Perspectives	Meeting Room Room 209
11:00 AM	11:50 AM	From Stacks to Screen: A Streamlined and Collaborative Approach to Archival Description and Digitization Projects	Instruction Classroom Room 205
		Top Takeaways From Our Journey with the Tennessee State Board Programming Grant	Meeting Room Room 209
12:00 PM	12:50 PM	Lunch	Roth Reading Room Room 402
1:00 PM	1:50 PM	Business Meeting	Southern Writers Room Room 440
2:00 PM	3:00 PM	The Case for Collaboration: Productive Partnerships Between Archivists and Scholarly Communications Librarians	Instruction Classroom Room 205
		Anatomy of a Move: Opening the Williamson County Records Center	Meeting Room Room 209

SESSION DETAILS

Disaster Response for Libraries, Archives and Cultural Institutions Workshop

Samuel S. Richardson, Head of Special Collections and Archives

University of Tennessee at Martin

Disasters, whether they are small or catastrophic, can leave library holdings vulnerable to damage. This can be overwhelming for libraries, archives, and other cultural institutions. A proactive approach to disaster preparation is the best means of mitigating damage. This presentation will explain best practices for taking a proactive approach to disaster preparation. Participants will learn how to create a disaster plan, set up an emergency kit, and locate helpful resources and organizations.

Technical Support: Noah Lasley, STA Arrangements Committee

Pillars, Partners, and Preservation: A Case Study

John Morton, Audiovisual Archivist

Tennessee Archive of Moving Image and Sound

Moving image preservation projects have a lot of moving parts, and having a varied network of stakeholders and collaborators can help bring these projects to fruition. When the Tennessee Archive of Moving Image and Sound (TAMIS) at the Knox County Public Library (Knoxville, TN) took possession of some intriguing (and deteriorating) 16mm films from Clarksville, TN, the task of safeguarding these unique artifacts involved the archive staff, the Clarksville film donors, some tips from peer experts, and a hearty helping of federal assistance (both funding and in-kind). TAMIS staff will describe the process of this ongoing project, which has established a new branch of its collections and employed both digital and analog preservation techniques to fulfill the caretaker role bequeathed to the institution by the citizen archivist donor.

Technical Support: Sarah Coffman, STA Arrangements Committee

Barcoding and Beyond: Streamlining Your Archive Relocation

Laura Romans, Manuscripts Archivist

David Ratledge, Digital Preservation Librarian

Alexandra Sabau Holmes, Assistant University Archivist

Alesha Shumar, Assistant Head & Dr. Fred O. Stone University Archivist

Betsey B. Creekmore Special Collections & University Archives, University of Tennessee, Knoxville

Preparing to relocate archival collections—whether within your building, to temporary storage, or to a new off-site facility—can be complex and daunting. This panel will discuss how UTK Special Collections' approached planning and preparing for a move to an off-site storage facility. Presenters will share strategies for updating inventories, assigning barcodes, identifying collections for deaccession, and enhancing the discovery of unprocessed collections in ArchivesSpace.

While our focus was on off-site storage, many of these practical approaches can be applied to smaller-scale collection clean-up or inventorying projects. These strategies can significantly improve access, discovery, and tracking of onsite collections.

Join us to explore the tools and processes we used to streamline our archival relocation efforts and enhance our collection management practices.

Technical Support: Noah Lasley, STA Arrangements Committee

Future of Archiving: Student Voices and Perspectives

Madie Byrd, Undergraduate Student

Emma Crews, Undergraduate Student

Vio Midgett, Undergraduate Student

University of Tennessee at Chattanooga

Hear a new perspective from the future of archiving! Three undergraduate students, currently working at the University of Tennessee at Chattanooga Special Collections, will be answering questions of their experiences in this field. Explore what student workers struggle with entering archiving and how different backgrounds affect their career paths. Please come participate in this conversation surrounding archiving and engage student perspectives. All questions are welcome.

Technical Support: Sarah Coffman, STA Arrangements Committee

From Stacks to Screen: A Streamlined and Collaborative Approach to Archival Description and Digitization Projects

Molly Copeland, Manuscripts Archivist
Sarah Coffman, Digital Capture Specialist
Noah Lasley, University Archivist

University of Tennessee at Chattanooga

Within archival contexts, physical processing and digitization are often thought of as discrete undertakings, each with their own workflows, standards, and in many cases, dedicated personnel. At the University of Tennessee at Chattanooga (UTC), personnel in Special Collections employ a collaborative approach with each other and with student assistants to integrate these processes into a more streamlined workflow. Together, personnel work to identify cultural heritage materials of high research value and share project management responsibilities on projects to physically process, describe, and digitize collections. In this session, presenters will share their workflow, as well as the challenges and opportunities that come with coordinating numerous participants on a single project. This methodology is adaptable to any environment where descriptive and digitization work takes place, and is scalable for projects involving one to multiple contributors. As such, new professionals, volunteer coordinators, lone arrangers, and family genealogists alike may benefit.

Technical Support: Noah Lasley, STA Arrangements Committee

Top Takeaways From Our Journey with the Tennessee State Board Programming Grant

Rachel Motes, Special Collections Librarian & University Archivist

Lincoln Memorial University

In October of 2023, the University Archives & Special Collections of Lincoln Memorial University was honored to be awarded a State Board Programming Grant from the Tennessee Historical Records Advisory Board. As a first-time grant writer, I wasn't confident that we'd be selected for this Tennessee State Library and Archives (re)grant opportunity as I didn't know what to expect of its' application process.

However, as the process went along, I realized the application wasn't as daunting as I thought it'd be. It helped that I had a good understanding of our University archival collections, and that I had plenty of support from my Library Director and others across campus.

With that knowledge and support, this entire grant process became a great opportunity for a first-time grant writer!

By attending this talk, I hope to share with you my top take-aways from my journey with the Tennessee State Board Programming Regrant.

Technical Support: Carolyn Runyon, STA Arrangements Committee

The Case for Collaboration: Productive Partnerships Between Archivists and Scholarly Communications Librarians

Rachel Fleming, Scholarly Communications Librarian
Carolyn Runyon, Director of Special Collections

University of Tennessee at Chattanooga

As archivists, scholarly communications librarians may not be our most obvious collaborators. But, partnership with open publishing expertise offers benefits for archival repositories seeking to enhance access to and interpretation of cultural heritage resources. At the University of Tennessee at Chattanooga, Scholarly Communications is integrated in Special Collections, highlighting the shared commitment to expanding the reach of University's unique content. In this session, an archivist and a scholarly communications librarian share examples of how Scholarly Communications and Special Collections collaborate on mutually advantageous projects. They offer suggestions for how memory workers can create, expand, and maintain effective relationships with scholarly communications professionals.

Technical Support: Carolyn Runyon, STA Arrangements Committee

Anatomy of a Move: Opening the Williamson County Records Center

Bradley Boshers, Director

Williamson County Archives

Williamson County Archives Director Bradley Boshers describes the process of moving the county archives collection into the newly built Williamson County Records Center. This presentation will provide an honest look at successes and pitfalls of the project, and hopefully help other archivists as they plan their own collection moves in the future.

Technical Support: Sarah Coffman, STA Arrangements Committee

BUSINESS MEETING AGENDA

- Welcome by Tim Gritten, Dean of the Library at UTC
- Presentation of STA Annual Meeting Attendance Scholarship to Diona E. Layden by Melissa Barker, STA Past President, 2021-2022
- Election for Vice President/President-Elect organized by the STA Nominating Committee
- Officer Reports
 - Brigitte Billeaudeau, Newsletter Editor
 - Lori Lockhart, Web Editor
 - Bradley Boshers, Secretary
 - Carol Roberts, Treasurer
 - Carolyn Runyon, Vice President
 - Old Business
 - New Business
 - David “Ralph” Sowell, President
- Door Prizes

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- Regular Membership, \$30.00**
Regular members are those persons who are full-time or part-time employees in the field of archives, manuscripts, or records management.
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- Institutional Membership, \$30.00**
Institutional members include archives, libraries, businesses, government agencies, and other institutions and organizations. Institutional members do not hold offices. They may designate someone to cast their vote on matters brought before the society's membership.

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ACKNOWLEDGEMENTS

The Executive Committee of the Society of Tennessee Archivists (STA) thanks the attendees of this year's annual meeting for making this event so successful! We also thank the presenters and panelists for their insightful sessions. We grow immeasurably when we share our experiences and learn from each other.

We thank the Arrangements Committee composed of Carolyn Runyon (STA Vice President, Chairperson), Melissa Barker (STA Past President), Carol Roberts (STA Treasurer), Brigitte Billeaudeau (STA Newsletter Editor), Lori Lockhart (STA Webmaster), Noah Lasley (University of Tennessee at Chattanooga), and Sarah Coffman (University of Tennessee at Chattanooga) for planning the Annual Meeting.

We thank Rana Hutchinson Salzmann and Akila Ruffin from the Society of American Archivists (SAA) for helping us bring the Preserving Digital Archives workshop to this year's meeting. We also thank Halley Grogan for facilitating the workshop.

We thank the Tennessee Historical Records Advisory Board (THRAB) for sponsoring the Tom Aud Scholarship to defray the cost of attending the annual Society of Tennessee Archivists for one attendee.

We thank all of the Library personnel at UTC, particularly Theresa Liedtka, former Dean of the Library and current Dean, Tim Gritten for providing the space for this year's conference.

Finally, we are grateful to our sponsor, [Kofile Preservation Services](#).

