

# TENNESSEE ARCHIVISTS NEWSLETTER

SPRING, 1987

## TENNESSEE ARCHIVIST SPRING MEETING

"It's a Whole New Ball Game: The Impact of Changing Technology on Archives" will be the theme of the Tennessee Archivists spring meeting to be held on April 9 and 10 on the campus of Middle Tennessee State University in Murfreesboro. Featured speaker for the meeting will be Gerrald Gibson, head of curatorial services for the motion picture, broadcasting and recorded sound division of the Library of Congress.

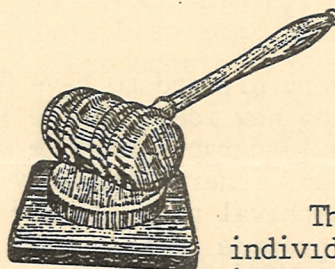
Gibson will discuss sound recordings in a Thursday session on the preservation of non-paper records, which will also include a presentation on artifacts and ephemera by Shelly Resiman. On Friday, following a panel "Making Sense of Sound Recordings" featuring Paul Wells and Charles Wolfe of the Center for Popular Music and Ronnie Pugh of the Country Music Foundation, Gibson will join a question-and-answer session covering all aspects of archiving this popular media.

Another highlight of the two day meeting will be a session on the complex copyright issues spawned by the revolution in audio, video and copying technology with papers by both an attorney specializing in copyright law and a practicing archivist. Rounding out the meeting will be a panel on the impact of technology on public records chaired by Gayle Peters of the National Archives- Atlanta branch.

Social events scheduled in conjunction with the meeting include a reception and banquet on Thursday, featuring local music virtuosos.

For additional information contact Paul Wells, director; Center for Popular Music; Box 41; Middle Tennessee State University; Murfreesboro, Tennessee 37132 or call (615) 898-2449.

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## NEW OFFICERS NOMINATED

The following individuals have been nominated to serve as officers of the Tennessee Archivists for 1987-88.

Vice-President/President Elect: Sara Harwell, Vanderbilt University  
Secretary: Norma Thomas, Archives of Appalachia, East Tennessee State University.

Treasurer: David McWhirter, Disciples of Christ Historical Society.

Sally Ripatti, McClung Collection, Knox County Public Library, will assume the presidency of the organization following the spring meeting. Additional nominations may be made during the business session of the spring meeting.

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## GLEAVES NAMED STATE LIBRARIAN AND ARCHIVIST

The director and chairman of the Department of library and Information Science at Vanderbilt University has been named state librarian and archivist. Dr. Edwin S. Gleaves Jr. will begin his duties with the state on a full-time basis June 1, 1987, according to Secretary of State Gentry Crowell. Gleaves' selection was approved by the state Library and Management Board after his nomination by the Secretary of State's office.

He came to the Vanderbilt post from the Peabody Library School where he began work in 1967 until the school was merged with Vanderbilt. He has been a full professor since 1973.

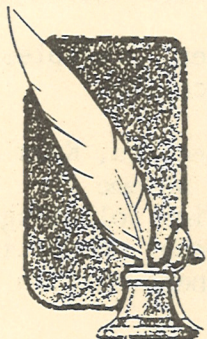
Gleaves is a graduate of David Lipscomb College, where he received a bachelor of arts degree in English and speech in 1958. He then earned his master's degree in librarianship at Emory University in Atlanta in 1960. Four years later he was awarded his doctorate in English from Emory.

Gleaves said he thought much could be done to turn the state library into a quality resource for people throughout the state. "At this time our state Library and Archives has the potential for becoming the flagship information agency in our region and in the country," he said.

Crowell said he was very pleased to have Gleaves join the state. "Ed Gleaves is well qualified to bring new ideas to the Tennessee archival program as well as to provide the necessary leadership to move our public libraries forward," Crowell said. "The governor and General Assembly have continued to provide the resources for our library and archival programs and now it will be up to Dr. Gleaves to provide the leadership as we prepare to celebrate the 200th anniversary of Tennessee in 1996. Adapted from **Nashville Banner**.

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### PRESIDENT'S LETTER



Dear Members:

As we look forward to our spring meeting and beginning of a new year under President-Elect Sally Ripatti, I would like to pause a moment to thank each of you for the privilege of serving as your President this past year. It has been almost ten years since we formed our Tennessee Archivists organization, and even longer since we first began meeting together informally to exchange ideas and discuss programs. Although our organization is still relatively small, I feel that through the years we have all gained much from the professional and personal association with one another. I know I have.

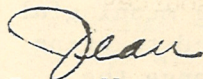
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## President's Letter (from p. 2)

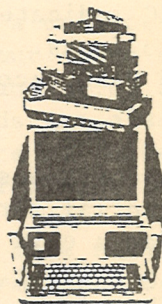
Plans are progressing for the celebration of Tennessee Archivists' 10th anniversary at the fall meeting, Thursday-Friday, September 17-18, at beautiful Paris Landing State Park. This will be a joint meeting with the Kentucky Council on Archives, and we hope that members from both Kentucky and Tennessee will plan to stay for the entire weekend. We are holding some rooms and would like to get some ideas at the Spring meeting as to how many would like to stay for the weekend.

We hope to see you in Murfreesboro, April 9-10, at the Center for Popular Music for the Spring meeting, built around the theme, "It's A Whole New Ball Game: the Impact of Changing Technology on Archives." It sounds as if Paul Wells has an all-star line-up of speakers, both from the Tennessee league and from affield. It will be a winner. Don't miss it!

All my best,



Jean Waggener, President  
Tennessee Archivists



### UTM TURNS 60

During March 27-29 the University of Tennessee at Martin will have its 60th Anniversary Party. The 60th Anniversary Celebration weekend will commemorate the date of March 29, 1927, when the Tennessee General Assembly approved, and Governor Austin Peay signed, a bill introduced by Senator Sam Bratton, uncle of Holland McCombs, UT Martin benefactor whose boyhood home comprised the present campus on UTM in the early 1900s.

Dedication of the newly renovated "McCombs Center and Archives"--with former chancellors and honored guests in

attendance, will take place Saturday, March 28th, at 11a.m., before the Anniversary Luncheon to be held at noon in the Ballroom.

Holland McCombs, who now lives in Texas, will be on hand for the dedication and luncheon. McCombs, a retired journalist for Time, Inc., and a long-time supporter of UT Martin, donated \$100,000 to the University a year ago for the renovation of the Old Home Economics Building, which also houses the Honors Programs offices and classrooms and the University Museum. Dr. William Morison, The Archives Director at the University of Louisville who was the consultant to the UTM Archives through an NHPRC grant, will also attend.

The McCombs Center and Archives will contain the Holland McCombs collection of books, papers, and articles that have been kept in the Paul Meek Library since donated in 1979. Dr. Marvin Downing, UTM Archives Director, is processing his papers and UTM administrative papers from the 1920s to the 1970s.

For the Anniversary Celebration Dr. S.K. Airee, University Museum Director, will have on exhibit "A Time Returned: Photographs by the Sabins in Obion County, 1919-1924," which was a Homecoming '86 project of the Obion County-Union City Museum. Also scheduled is "Crockett County: The Land and Its People," a Homecoming '86 pictorial exhibit from Alamo, Tennessee.

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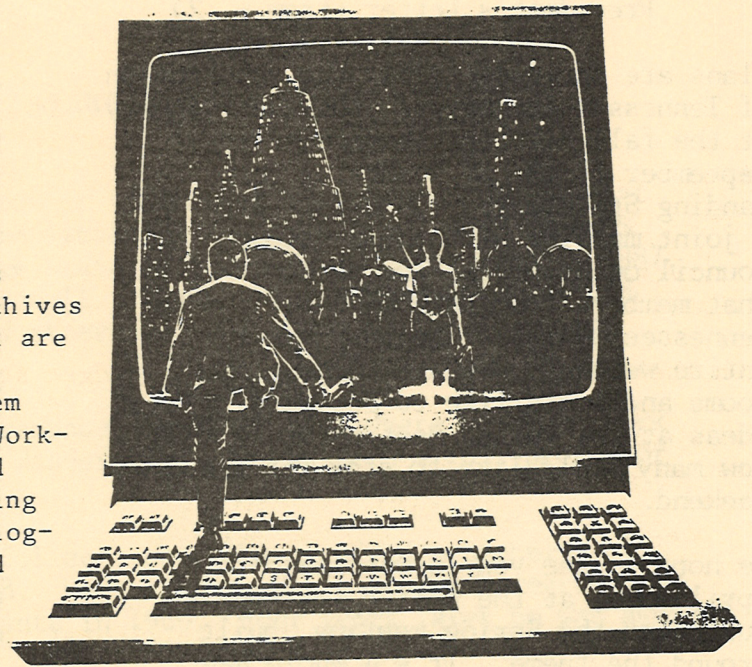
Three regional archival organizations will hold a joint meeting in April. The Society of Alabama Archivists will be joined by the societies from Georgia and Mississippi for a meeting in Columbiana, Alabama on April 20-22. For more information on the meeting contact Earl M. Mennen, Jr., Mississippi Department of Archives and History, P.O. Box 1151, Jackson, MS. 39205

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## TERMINAL TALK

by Sara Harwell

The MARC Format seems to be on everyone's mind these days. SAA sessions on the archives and manuscripts application of the format are filled to capacity with eager archivists hoping for information that will help them unravel the intricacies of the system. Workshops on the format likewise have enjoyed great popularity with archivists attempting to implement MARC (MACHine-Readable Cataloging) in their institutions. Regional and state organizations, such as our own, are giving MARC increasing attention in their programs. Amid all the philosophical ponderings and nuts-and-bolts analysis, one implication of MARC seems to be emerging. It appears that MARC will accomplish what most archivists (especially those of historical manuscripts tradition) of two decades ago thought was impossible: the standardization of archival description practices.



MARC comes at a good time. Most archivists these days are faced with the acquisition and accessioning of ever larger and more complex manuscript collections and archival record groups. Many twentieth-century collections are of such magnitude and scope that most archivists are hard-pressed to come up with a strategy for establishing meaningful control over the bulk. My experience with MARC indicates that it can be used to bring the varying segments of a large collection into focus. MARC promises to change the nature of finding aids, but a well-constructed MARC record itself eventually may be the finding aid.

At Vanderbilt University we decided to catalog our manuscripts collections into OCLC using the MARC format when we realized its potential for providing subject access centrally to the collections. We have never had a card catalog; we have worked exclusively from registers and our heads when providing reference service to manuscripts. Obviously, this system has its limitations. Therefore, as we learned more about MARC for archives and manuscripts, we realized that not only would the format provide the proper organization, description, and subject information about our collections, but that we could circulate information in the OCLC network and in our own library automated public catalog. This access will be of great benefit to the faculty and students here as well as people in other areas of the country.

Unfortunately, our plans to enter MARC records in the AMC (archives and manuscripts control) format caused some stress to the technical services staff of the library system. Their concerns, as voiced to us archivists, seemed to consist primarily of the possibility that records entered by us into the OCLC database might not be up to their standards. Quality and control was their intent. This judgement was based on the (true) assumption that neither of us archivists had ever entered a record into a utility like OCLC. The insisted on maintaining control of what went into the database. Looking back, I am beginning to understand their point.

There are advantages and disadvantages to our procedure. We have complete control over what goes into a MARC record because it is an archivist who gathers the information and fills out the data sheet. We do the actual cataloging (in technical services terms). Then a technical services librarian enters the record. We are in the beginning stages

of this project, but it seems to be working well. Much of this early success is due to the fact that the librarian who was assigned to the project is probably the department's most proficient cataloger. She is extremely interested in the project and trusts us to know what we want to include in a record. Since she has a great deal of experience and expertise in the MARC format in general and OCLC specifications in particular, we have not had to learn a lot of the technical aspects involved in entering a machine-readable record into the system. Undoubtedly, this has saved us some money, in terms of staff time. We have been fortunate in that respect.

On the other hand, it is costly. The budget structure of the university is such that no department does anything for any other department, except informally, without being paid for it. We must pay the technical services department for each record input for us, and the price is steep. Negotiations on the cost have not been completed, but the estimate is \$30-\$40 per record. This is about the same price we pay for each book processed for us. An our books go through the acquisitions and cataloging process, as well as inputting. Our total bill for entering collection-level records for all of our manuscript collections will probably be close to \$7,000. It could be considerably more than that if costs continue to rise. Entering records at the series level or lower will not be a consideration for us because we cannot afford it. But our collection-level records are proving to be extremely detailed.

Most repositories involved in MARC projects that I have heard about are entering their records at the collection level, in other words, one record per collection. The format does have the capability for series, folder, or even item-level records. There are fields in the MARC record for linking records describing portions of the same collection. But for most repositories of any size it is too expensive in terms of staff time to consider cataloging records beyond the collection level.

The format also offers the benefit of flexibility. If the archivist wishes, he/she can include all the information on a collection in the field for the scope and content note. We have chosen to keep our scope note relatively brief and provide detailed series descriptions in the organization and arrangement field, which can be repeated as many times as needed. Fields are also provided for biographical, physical description restrictions, source of collection, provenance, and repeatable subject fields, as well as a variety of fields less likely to be used.

Obviously, MARC is going to be most useful to those who have access to a bibliographic utility like OCLC. But the format can be used on a microcomputer in an in-house system not connected to any network. Michigan State University has developed the software that will allow this capability. The archivist may decide when MARC is appropriate and when it is not. For instance, we have decided to catalog our manuscript collections into OCLC but not our archival holdings. We are providing folder-level access to our archival records through an in-house system using a commercial database management software package. Our decision to do this runs counter to the recommendations of most MARC-AMC experts. However, we felt that so many of our archival records contained material specific to Vanderbilt that we would not be able to provide adequate subject access through Library of Congress headings. We may eventually enter some MARC records at the record group level, but at present we have no definite plans to do so.

Other institutions are implementing MARC for their archival and manuscript holdings through procedures that vary widely. Many archivists are doing all the cataloging

and inputting themselves. On the other hand, in some institutions, technical services librarians are constructing MARC records (and inputting them) from the finding aids provided by archivists. I wonder if technical services librarians can really be trained quickly enough to deal with the complexities presented by cataloging an archival collection. Or are our finding aids so comprehensive that such training is not necessary? And, in the future, as the MARC method becomes increasingly accepted in the archival profession, which will come first, the finding aid or the MARC record? And shouldn't the two eventually become one? (They probably already are in some repositories.) As these transitions come to pass, we are likely to implement some major changes in the way we establish control over archival records.

NOTE:

The February 3 issue of PC Week gave the following information on the Software-of-Month Club: "Each month, unless instructed otherwise, the club automatically ships one or two program packages to the subscriber. Like the book club, the programs are evaluated and selected by an advisory board. The club only offers software from major publishers, and many programs are sold at below list prices." To join or obtain more information, write:

Software-of-the-Month Club  
300 Alexander Park  
Princeton, NJ 08540

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# TENNESSEE ARCHIVISTS DISTINGUISHED SERVICE AWARD

At the 1985 spring meeting of Tennessee Archivists, the membership approved a recommendation to establish an annual award to the agency determined to have made the greatest contribution to the archival profession during the year. The award committee is composed of the three immediate past presidents of the organization and chaired by the one longest out of office.

The institution or organization being nominated for a Distinguished Service Award should have achieved distinction in one or more of the following ways:

- \*Demonstrably contributing to the development of archival theory and/or new archival practices.
- \*Serving its constituency and/or professional associations in an outstanding fashion.
- \*Showing extraordinary ingenuity and resourcefulness in improving efficiency by operation or improving methods of work.
- \*Going well beyond the normal performance requirements expected of an archival agency and so being an incentive to others.
- \*Publishing exemplary and meritorious finding aids, collection guides, statements of available service, and the like.
- \*Developing over a period of years an archival program of such depth and scope as to warrant special recognition.

The awards competition is to be announced by the presiding officer each year at the Spring meeting of Tennessee Archivists. Members of the society are welcome to nominate their own agencies or others for the award to be presented at the succeeding Fall meeting. Nominations must be received by the chairman of the committee before August first of the current year.

Please send your recommendation including a description of accomplishments and supporting documentation, if appropriate, to John Thweatt, Tennessee State Library and Archives, 403 7th Ave., North, Nashville, TN 37219.

Tennessee Archivists  
Treasurer's Report for 1986

January 7, 1987

Opening Balance, Jan. 1, 1986 \$1619.33

Expenses

Spring meeting	\$2984.59
Fall meeting	1386.23
Newsletter	106.28
Tennessee Heritage	
Alliance Meeting	47.99
Treasurer's Office	
Expenses	18.86

Total 4543.95

Receipts

Dues	240.00
Spring meeting	\$2223.13
Fall meeting	1350.00

Total 3812.03

Closing balance, Dec. 31, 1986 \$ 888.41

David McWhirter  
Treasurer

INVITATION

Tennessee Archivists invites memberships from all persons interested in Tennessee's archives and historical resources. Membership is on a calendar-year basis. TA holds two meetings each year. The Spring meetings includes the annual business meeting and is held in Middle Tennessee. The fall meetings are alternately held in East and West Tennessee. TA publishes a periodic newsletter which invites contributions from members and nonmembers. Officers are elected at the Spring meeting.

TENNESSEE ARCHIVISTS MEMBERSHIP FORM

Enclosed is my check for membership in the Tennessee Archivists as a:

☐ Full Member (\$5.00 per year)  
☐ Association Member (\$3.00 per year)  
☐ Institutional Member (\$10.00 per year)

Renewal: Yes\_\_\_ No\_\_\_

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(This is my\_\_ home\_\_ business address)

Please make checks payable to  
Tennessee Archivists and mail to:

David McWhirter  
Disciples of Christ Historical  
Society  
1101 19th Avenue South  
Nashville, TN 37212

The Center for Popular Music at Middle Tennessee State University has added two new staff members. **Ellen Garrison**, Director of the Archives of Appalachia, East Tennessee State University, has accepted the position of archivist. **Sarah Long**, a recent graduate of the University of North Carolina, Greensboro, assumed the position of librarian at the Center.

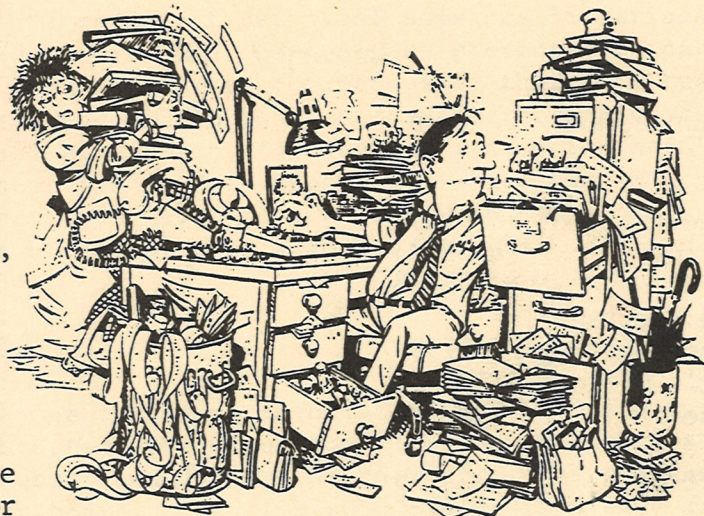


## TENNESSEE ARCHIVISTS NEWSLETTER

The newsletter is an occasional publication of the Tennessee Archivists. Members of the society and other interested persons are encouraged to submit brief articles, information on acquisitions, openings, publications, staff news, exhibits, special programs, and grant projects for inclusion in the newsletter. The editor appreciates your suggestions and comments about the content and style of the newsletter. The deadline for the summer issue of the newsletter is June 1, 1987. Thanks to the following individuals for furnishing articles and

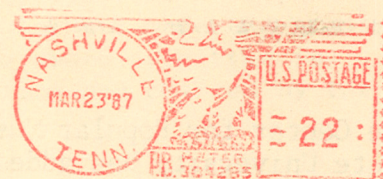
news: Jean Waggener, Ellen Garrison, Marvin Downing and Sara Harwell. Thanks to Ruth Blair of the Historical Commission, SBC, who assisted in typing the newsletter.

Bill Summers, Editor  
Tennessee Archivists Newsletter

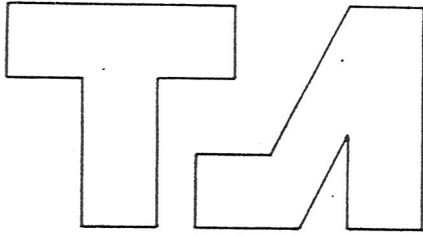


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# TENNESSEE ARCHIVISTS

PRESIDENT'S LETTER  
March 4, 1987

Jean B. Waggener  
State Library & Archives  
403 7th Ave. North  
Nashville, TN 37219

(615) 741-2561

## TENNESSEE ARCHIVISTS SPRING MEETING April 9-10, 1987 Center for Popular Music, MTSU Murfreesboro, Tennessee

This is just a short preview of coming events. You'll soon receive more information regarding our spring meeting from Paul Wells, Director of the Center for Popular Music, and host for the meeting. He and his staff are planning a great program for us. The theme will be "It's a Whole New Ball Game: The Impact of Changing Technology on Archives."

On the program are Gerry Gibson, Head of Curatorial Services for Motion Picture, Broadcasting, and Recorded Sound at the Library of Congress; Gayle Peters, Director of the National Archives-Atlanta Branch; and others, who will discuss various aspects of copyright, sound recording, technological impact, and adequacy of documentation, etc. Paul has planned a relaxing fun time for Thursday night, and the meeting will dovetail into the opening of the Center on Friday afternoon and the Mid-State Library Association on Saturday. I'm not going to steal any more of his thunder and tell you more about the sessions--or entertainment--but this is going to be a good one. You won't want to miss it!

At the April meeting we elect officers for the coming year. The newsletter editor, a position filled so ably by Bill Sumners this year, will be appointed by the new board.

### REPORT OF THE NOMINATING COMMITTEE

Slate nominated to serve with Sally Ripatti, President, 1987-88:

For Vice-President/President Elect: Sara Harwell, Vanderbilt  
For Secretary: Norma Thomas, East Tennessee State University  
For Treasurer: David McWhirter, Disciples of Christ Historical Society

Jim Neal, MTSU, Chair  
Steve Cotham, McClung Collection,  
Knox County Public Library  
System  
Marvin Downing, UT Martin  
Nominating Committee

Jim, Steve, and Marvin, thanks for a fine slate of officers. We appreciate the thought you put into your nominations.

See you in Murfreesboro!