

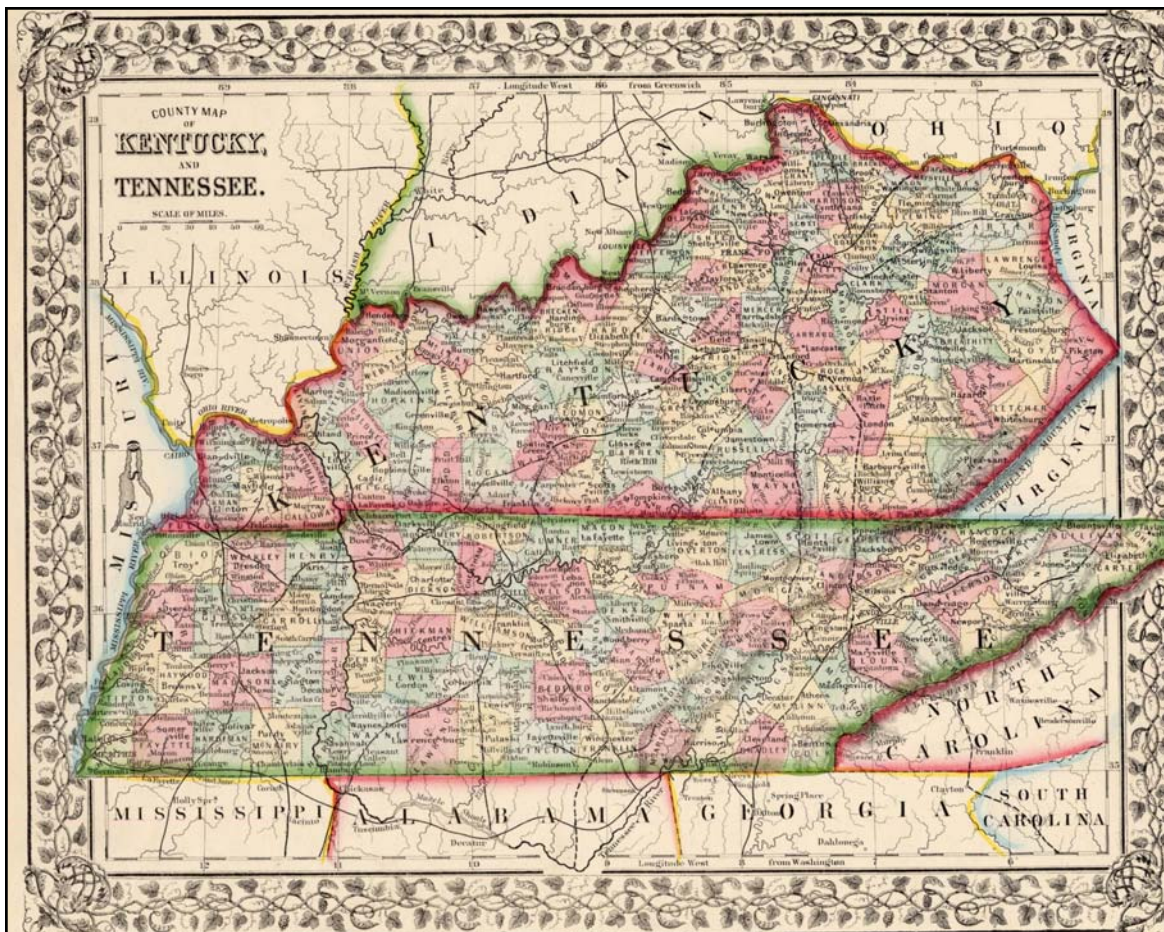
Tennessee Archivist

The Newsletter of the Society of Tennessee Archivists

Spring 2006

www.geocities.com/tennarchivists

ISSN: 1528-6436



1867 Tennessee/Kentucky Map

In this issue.....

- STA Fall Meeting Informationpage 3
- New Collection in Chattanoogapage 4
- Moldy Oldies in Blount Countypage 6
- Southern Archivists' Conference Reportpage 7
- The Mary C. Barnes Archives Scholarshippage 8
- STA Student Scholarshipspage 10

TENNESSEE ARCHIVIST
is the newsletter of the
Society of Tennessee Archivists

Members of the Society of Tennessee Archivists and others are encouraged to submit articles and information on recent acquisitions, publications, exhibits, special programs, grant projects, personnel changes and employment opportunities of interest to the archival community for inclusion in this newsletter. The Tennessee Archivist is published occasionally throughout the year. This newsletter was designed using MS Publisher 2000. The URL for the Society of Tennessee Archivists is: www.geocities.com/tennarchivists/.

STA OFFICERS FOR 2005:

Sara Harwell

President

*Disciples of Christ Historical Society
Nashville, TN*

Taffey Hall

Vice-President

*Southern Baptist Historical Library &
Archives
Nashville, TN*

Jami Awalt

Treasurer

*Tennessee State Library and Archives
Nashville, TN*

Lucinda Cockrell

Secretary

*Center for Popular Music
Middle Tennessee State University
Murfreesboro, TN*

Tennessee Archivist Editor

Steven Cox

*University of Tennessee
At Chattanooga
(423) 425-2186
Steven-Cox@utc.edu*

STA Webmaster

Cathi Carmack

*Tennessee State Library and Archives
Nashville, TN*

STA Archivist

Ralph Sowell

*Tennessee State Library and Archives
Nashville, TN*

Wanted:

Original articles and news about Tennessee archives, repositories, museums, and libraries for future issues of *The Tennessee Archivist*. This could include job postings, news of new employees, retirements, new collections, collections recently opened to the public, digitized collections, and any other events of interest. Please contact the editor of *The Tennessee Archivist* for more information or to submit an article or news item.



Join the Tennessee Records and Information Listserv!

In an effort to improve communication between the members of STA, and other state records managers, the officers of STA encourage members to join the Tennessee Records and Information Listserv. This will enable us to spread information across the state, to make announcements and to communicate back and forth on issues that concern us in our daily operations. More information about this listserv and its policies can be found at <http://www.state.tn.us/generalserv/ba17r/listserv.htm>. The administrator of this site, Donna Bridges, has asked that we review the guidelines listed on the site, which notes what is acceptable and what is not, as well as gives information for subscribing and posting messages. Future announcements for the *Tennessee Archivist* will be posted on this site, such as submission deadlines and new issue announcements.



Technology and Electronic Records Workshops to Highlight 2006 Society of Tennessee Archivists Program in October

By: Taffey Hall
Vice President, STA

“Face the Future: Archives, Technology, and the New Millennium” has been set as the theme for the 2006 Society of Tennessee Archivists meeting and several features, including a pre-conference workshop from the Society of American Archivists and sessions on electronic records management, will highlight this year’s program scheduled for October 25-27, at the Southern Baptist Convention building in downtown Nashville.

On Wednesday, October 25, the Society is offering a ½-day pre-conference workshop on Digital Libraries and Digital Archives. Part of SAA’s IT Training for Practicing Archivists series, this course covers a range of digital library and archive developments including relevant terminology, standards, technologies, legalities, object management workflow, and other issues. Participants will acquire a conceptual sense of what digital libraries and archives mean and explore methods for developing strategies for dealing with digital libraries and archives. This course was the most requested option from the list of four SAA workshops emailed to STA members in January. It provides 2.5 recertification credits for participants who are members of the Academy of Certified Archivists and best of all – is being provided to STA members at the reduced cost of only \$35.00 per person! Space is limited, so mark your calendars and plan to attend now.

The Society is also pleased to bring Dr. Elizabeth H. Dow, an expert in the field of archives and technology whose research interests include intellectual access to electronically published historical documents, to Tennessee for the 2006 meeting. Dow serves as Assistant Professor in the School of Library and Information Sciences, Louisiana State University, where she established a track in archives management in 2001. She will deliver the Society’s keynote address at the banquet on Thursday evening, October, 26, and is scheduled to teach two sessions – “What the Small Repository Archivist Should Know about Electronic Records” and “Why Choose Encoded Archival Description?” – earlier that day. In the first, she will explore the challenges electronic records present small collections and offer preservation alternatives and skill sets for addressing electronic records issues. In “Why EAD,” she will examine compelling evidence for implementing this XML descriptive standard for archival finding aids.

Elizabeth Dow holds a Ph.D. in Library Science from the University of Pittsburgh, M.A. in History from the University of Vermont, M.L.S. from the University of Oregon, and B.A. in History from Juniata College. Her articles have appeared in the *American Archivist*, *Journal of Academic Librarianship*, and the *Journal of Library Administration*. Her recent book, *Creating EAD-Compatible Finding Guides on Paper* (Scarecrow Press, 2005), sets forth steps for designing paper archival finding aids that will easily convert to an Encoded Archival Descriptive format. She has presented workshops to numerous organizations including the Society of American Archivists and the National Council on Public History.

In addition to the technology and electronic records workshops, the 2006 STA meeting will be held in conjunction with the Tennessee State Library and Archives’ Tennessee Archives Institute, an annual training opportunity intended primarily for county and municipal archivists and records managers. Topics for this year’s Tennessee Archives Institute will focus on arrangement and description.

In the latest issue *Archival Outlook*, Society of American Archivists President, Richard Pearce-Moses, addresses the impact of changing technologies on archival theory. “As we face the challenges of electronic records, we must also face our need for new knowledge,” he says in “Becoming an Archivist in the Digital Era.” “Technology has changed the face of the records we work with, but only archivists can change the face of the profession to ensure that we remain relevant,” he says. Our desire at the 2006 Society of Tennessee Archivists meeting is to provide educational training on dealing with electronic records issues to county and municipal archivists, special collections librarians and archivists, university archivists, and others. Stay tuned this summer for more details on other portions of the program. We appreciate your involvement in the Society and look forward to seeing you at the STA meeting in Nashville this October!

TENNESSEE ARCHIVES WEEK

October 22-28, 2006

It's time to start planning for this year's Tennessee Archives Week. This year's Tennessee Archives Week will begin Sunday, October 22, and run through Saturday, October 28. Presentation of the John H. Thweatt Archival Advancement Awards will again be presented at the Society of Tennessee Archivists (STA) annual meeting banquet.

Archives and archivists across the state are encouraged to participate in Tennessee Archives Week, as well as attend STA's annual meeting. Archives Week is an opportunity to let people know who we are and what we do. It is also the perfect time to host an event, exhibit, workshop, or program related to your archives and historical records in your archives.

Additional information on Archives Week, and copies of the *Archives Week Action Guide*, which provides information on what Archives Week is, how to plan for it, and how to publicize it, are available by contacting Jay Richiuso, Chair, Tennessee Archives Week Coordinating Committee 2006, at the Tennessee State Library, 403 Seventh Avenue North, Nashville, TN 37243, or by phone at 615-253-3468, or by email at Jay.Richiuso@state.tn.us.



TENNESSEE ARCHIVES WEEK

JOHN H. THWEATT

ARCHIVAL ADVANCEMENT AWARD

Nominations for recipients of this year's John H. Thweatt Archival Advancement Awards, a part of Tennessee Archives Week (October 22-28, 2006), are now being accepted. Nominations should be sent to the awards coordinator, Gordon Belt, Library Manager for the John Seigenthaler Center at Vanderbilt.

Individuals, groups, and organizations that have made significant contributions to the advancement of archives and archival issues within Tennessee are eligible to be nominated. This year's awards will be presented at the Society of Tennessee Archivists Annual Meeting banquet, Thursday evening, October 26, at the Southern Baptist Convention Building, Nashville, Tennessee. Please send recommendations, documentation, and other materials relevant to nominees by September 30, 2006, to Gordon Belt, Library Manager, John Seigenthaler Center, Freedom Forum & First Amendment Center Library at Vanderbilt University, 1207 18th Avenue South, Nashville, TN 37212. Phone: 615-727-1423; Fax: 615-727-1419. E-mail: gbelt@freedomforum.org.

“I’ve Been Working on the Railroad Collection: The David H. Steinberg Transportation Collection at the Chattanooga- Hamilton County Bicentennial Library”

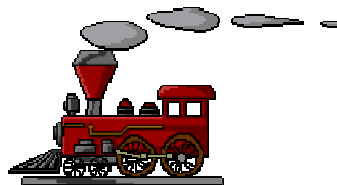
**By Suzette Raney
Chattanooga-Hamilton County Bicentennial Library**

Hallelujah! After 12 years, accession 325, the David H. Steinberg Transportation Collection, is now ready for public use. The collection covers 177 linear feet and includes several large artifacts and oversize items. It ranges from 1864 to 2000 with most of the material from the 1950s and 1960s. Accession 325 has 12 series: scrapbooks; periodicals; transit schedules; railroad ephemera; railroad tariffs; timetables; MARTA (Metropolitan Atlanta Rapid Transit Authority); Chattanooga; graphics; miscellaneous; oversize; and artifacts. Items include scrapbooks, photographs, postcards, signs, posters, financial records, correspondence, manuscripts, schedules, catalogs, tokens, tickets, books, reports, and ephemera. It focuses on Chattanooga's transportation history from earliest streetcars to electric vehicles but also contains train and bus schedules from around the country and around the world.

Rabbi David Steinberg, author, trolley conductor, and railroad historian, began collecting material early. He learned various train whistles as a young boy living on 40th Street in Chattanooga. He visited Terminal Station and became well acquainted with all the train schedules and the Station personnel. Rabbi Steinberg collected data on the Southern Coach Lines and became the CARTA (Chattanooga Area Regional Transportation Authority) historian when CARTA replaced Southern. He gathered anything on trains, busses, trolleys, and streetcars, including documents, buttons, transfers, tickets, timetables, and photographs. In the 1960s, he wrote to cities and requested and received schedules and transfers. From 1972 to 1983, Rabbi Steinberg ran the trolley at the Chattanooga Choo-Choo Complex and amazed riders with his knowledge of bus and train systems. His interest led to publication of several books, including And To Think It Only Cost A Nickel: The Development of Public Transportation in the Chattanooga Area (1975) and Pardon Me...Is That the Chattanooga Choo-Choo?: The Development of Passenger Train Facilities in Chattanooga (1976).

By 1975, the Rabbi had amassed over 42 file cases. He moved to New York in 1984 to marry and start a new job. His new home could not accommodate his vast collection, and he contacted the Chattanooga-Hamilton County Bicentennial Library about donating his files. In 1994, the library arranged to have his collection transported to Chattanooga. Sixty-six boxes arrived in August 1994. Inventory of those boxes was finished April 1995. Another 9 boxes were added to the collection in 2002. The collection is not quite complete as the Rabbi still has over 2,000 photographs that will be added later. However, by April 2006, all received items have been cleaned, arranged, preserved, and cataloged. The collection has a 177 page finding aid that I hope will be placed in EAD format in the future.

Should you need to know the 1958 Norfolk & Western train schedule or the 1962 Etowah bus schedule or the 1963 Dusseldorf, Germany, bus schedule and map, you can find it in accession 325 at the Local History and Genealogy Department in Chattanooga. Want to know what a token from the Houston Electric Railway or a button from a Louisville Railway uniform looked like? Want to know what a fare register from a 1930s Chattanooga bus looked like? Want to know who sold Rapid Transit tickets at Market Street in 1904? Need some information from a Whitcomb Locomotive Catalog or the 1978 Employees Handbook for CARTA? These are just a few of the thousands of items in the David H. Steinberg Transportation Collection.



Moldy Oldies: Already Out of Space, County Records Face Mold

By Lesli Bales Sherrod, *Maryville Daily Times*
(reprinted with permission)

Blount County Records Manager Jackie Glenn has been telling county commissioners since December 2003 that she is out of space.

Now, Glenn literally is out of what space she has.

Glenn has been working out of the Emergency Management Agency's office this month as the Risk Management Department tries to resolve mold issues in Records Management, which is located in the basement of the courthouse. The records, though, have remained in Records Management, as well as in the department's additional storage space in the basement of the old Everett school.

Risk Manager Don Stallions said Monday that there have been no health problems reported in Records Management, but that he wanted to "err on the side of the caution." "They're in the basement of a 100-year-old building," he said. "There is a high moisture content down there, and the records absorb that moisture. We've got to get some fresh air in there."

Stallions hired Daniel C. Cook of BIOS Inc. in Louisville to conduct a limited indoor air quality assessment. That assessment, dated March 31, confirmed the presence of mold, though at the low and mid-range levels, according to the Sampling Results Summary in the assessment. Stallions said he handed the matter over to the Public Building Authority, which he said is "looking at what it's going to cost to remedy the situation." In the meantime, Glenn and her one full-time employee are working out of Emergency Management, only going down into the basement when they need to retrieve documents.

"They can still go in and out," Stallions said, though Glenn noted that she is "taking requests and getting back to" those who request records.

Possible space solution

Despite the mold, members of the Information Technology and Records Management committees decided in a joint meeting Monday to recommend Records

Management alleviate space concerns by scanning documents instead of building a new 15,000-square-foot facility. The Public Records Commission proposed that accounting, accounts payable and payroll records be scanned, as well as property assessor books, according to a memo from Chairman William Brewer.

"After these records are scanned and audited for quality assurance, they will come back before the Records Commission to be approved for shredding," Brewer writes in the memo. "We think this will free up approximately 2,600 square feet of space."

Of three options -- building a new facility, hiring outside vendors to scan records or equipping Records Management to do scanning -- committee members decided on the third and cheapest of the three, though the project could take two to three years. Preliminary cost estimates show that Records Management would need \$276,400 to cover two employees for two years, two scanners, microfilm processing and miscellaneous supplies. A microfilm reader/printer was not in the third option, but was included in Schools Facilities Supervisor Brian Bell's motion to recommend that option to the Financial Management Committee. Glenn noted that the microfilm reader/printer the department has now is no longer being made and she is unsure how long she will be able to buy toner for it.

County Clerk Roy Crawford Jr. added to Bell's motion that the committee strongly recommends Risk Management reopen Records Management when it is safe to do so. The motion was approved unanimously, but it now has to go to the Financial Management Committee.

"This will help, but I can't say it will solve it because I can't say what is waiting to be sent," said Glenn, who stopped accepting records from county offices in April 2004 because she had run out of room in her department.

Southern Archivists' Conference— Lafayette, Louisiana

The 2006 Southern Archivists' Conference was held on April 19-21, at Lafayette, Louisiana. This conference is held every other year and is made up of members of the archivist societies of Alabama, Mississippi, and Tennessee, and the Louisiana Archives and Manuscripts Association. This year a pre-conference workshop was held: Disaster Preparedness, sponsored by SOLINET. There was also a tour of the Tabasco archives and factory, which is housed nearby. The main sessions of the conference were held on Thursday, April 20. These included: Tales from the Crypt, a presentation about the local history presentations by students at the Mississippi School for Math and Science at the historical Friendship Cemetery in Columbus, Mississippi, during that city's Pilgrimage Tours in the Spring. Following this was a presentation on the Center for Eco-Tourism. Later that morning Dr. Elizabeth Dow (who will make a presentation at this year's STA Annual Meeting in October, on "What the Small Repository Archivist Should Know About Electronic Records." Dr. Dow is a professor at the LSU school of library and information science. Other presentations during the day included "Documenting African-American Culture in West Feliciana Parish, and a report of damages to local libraries from Hurricane Katrina.

On Friday morning, April 21, reports from the various state archives were given. STA Vice-President and President-Elect Taffey Hall, gave a "state of Tennessee Archives" to the group.



STA members at SAC, L-R: Vice President Taffey Hall, Norma Myers, and Steve Cox



Taffey making the "State of Tennessee Archives" report at SAC



Dr. Elizabeth Dow, of LSU, at her presentation



Dr. Florent Hardy, Jr., administrator of the Louisiana State Archives, giving the Louisiana report

The Mary C. Barnes Archives Scholarship

The Society of Tennessee Archivists is pleased to announce that The Mary C. Barnes Archives Scholarship is available for award to a worthy individual to attend the annual meeting of the Society of Tennessee Archivists.

The Mary C. Barnes Scholarship was created in memory of Mary Catherine Barnes (1965-1998), an archivist who worked for the Tennessee State Library and Archives and the Metropolitan Archives of Nashville & Davidson County. Her concern to further her archival education and training was the inspiration for the scholarship.

The scholarship includes free registration to the workshops, the meeting, banquets/dinners, and accommodations for two nights. Transportation costs, meals, and other sundry expenses will not be covered nor can they be reimbursed. For additional information concerning the meeting, the meeting program, and forthcoming meeting updates, please visit the Society's web site at: www.geocities.com/tennarchivists.

ELIGIBILITY:

Those eligible are: undergraduate and graduate students in history, preservation, or archives programs who are working or volunteering in a school, historical, or local archives; individuals working or volunteering in a county or other archival repository with a budget less than \$8,000 (not including salaries); be working full or part time for at least 15 hours during a seven day period; and possess a fundamental knowledge of archival skills and theories.

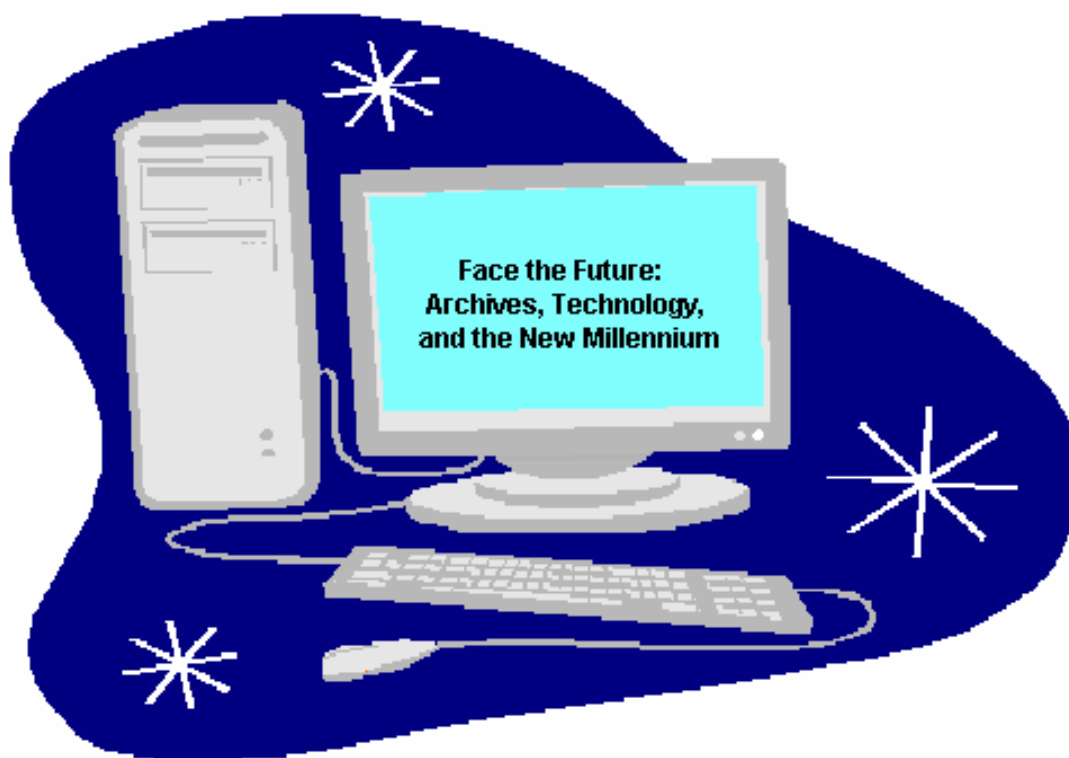
Applicants must be residents of Tennessee, be employed in Tennessee, or attend a school in Tennessee. Students or positions in museum studies, library disciplines, and related fields are not eligible.

APPLICATION GUIDELINES:

Applicants should send a letter of application no later than October 16. The letter should be no more than one page in length and should include the applicant's mailing address, daytime phone, reasons for wanting to attend the annual meeting, and a brief description of interest and experience in archives. In addition, applicants should include the name and phone number of at least one reference who can attest to the applicant's interest in the archives field. Applicant letters should be sent to:

C. Kenneth Fieth, Chair, Scholarship Committee Friends of Metro Archives
3801 Green Hills Village
Dr. Nashville, TN 37215
Phone: (615) 862-5880

Society of Tennessee Archivists Annual Meeting October 25-27, 2006



**Meeting will be held in Nashville at
the Southern Baptist Convention
Building and will be combined with
TSLA's Archives Institute!**

Society of Tennessee Archivists

Student Scholarships

In an effort to encourage student participation in the organization, the Society of Tennessee Archivists is pleased to announce the availability of two student scholarships to its annual meeting. The scholarships cover registration fees to attend annual meeting sessions, lodging expenses at the conference hotel (when travel from the student's home to the conference exceeds 50 miles), and a complimentary ticket to the Society's annual banquet. The scholarships also provide a stipend of \$100 to help cover costs of gas and food expenses. Recipients of the STA Student Scholarships will be recognized with a certificate at the organization's banquet.

Eligibility:

The STA student scholarships are open to graduate and undergraduate students in archival and related programs, such as public history, history, museum studies, and library science in Tennessee colleges and universities.

Process:

To apply, students should submit the following materials by **September 29** of each year:

- Completed Scholarship Application (available on the STA website)
- Cover letter explaining why attending the annual STA meeting will benefit the student's current and future career goals.
- One letter of recommendation from a current or former instructor.

The STA Executive Committee will review all completed applications and notify recipients by mail of their awards. The Committee will also notify individuals who applied for scholarships but were not chosen as award recipients.

Interested students should submit a completed application packet by **September 29, 2006**, to:

Taffey Hall, Vice President
Society of Tennessee Archivists
Southern Baptist Historical Library & Archives
901 Commerce Street, #400
Nashville, TN 37203-3630

SOCIETY OF TENNESSEE ARCHIVISTS

c/o Lupton Library
University of Tennessee at Chattanooga
615 McCallie Ave.
Chattanooga, TN 37403-2598

Phone: 423-425-2186



We're on the Web!

<http://www.geocities.com/tennarchivists/>

WHY NOT JOIN US?

The Society of Tennessee Archivists invite membership from all persons interested in Tennessee's archives and historical resources. Membership is on a calendar basis. STA currently holds one meeting each year which includes the annual business meeting. STA is a member of the regional association called the Southern Archivists Conference. Currently the four southern states of Alabama, Louisiana, Mississippi and Tennessee make up the conference. A SAC meeting is held every other year in conjunction with the other states and each state alternately host the meetings.

STA publishes a quarterly newsletter and invites contributions from members and non-members. Officers are elected at the annual meeting.

Full Member (\$20/year) **Institutional Member (\$20/year)** **Associate Member (\$10/year)**

Please make checks payable to: **SOCIETY OF TENNESSEE ARCHIVISTS**, and include membership information (name, address, institutional information, phone number, fax number, email address) and mail to:

JAMI AWALT
TREASURER, SOCIETY OF TENNESSEE ARCHIVISTS
Tennessee State Library & Archives
Archival Technical Services
403 Seventh Ave. North
NASHVILLE TN 37243-0312