

# TENNESSEE ARCHIVISTS NEWSLETTER

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WINTER-SPRING, 1989

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## TENNESSEE ARCHIVISTS PLAN SPRING MEETING IN NASHVILLE

Tennessee Archivists will hold their spring meeting in downtown Nashville at the Southern Baptist Convention Building on May 25-26, 1989. The meeting is jointly hosted by the Historical Commission and Sunday School Board of the Southern Baptist Convention. The format for the spring meeting will not be typical of past meetings. The meeting will include several workshops on various archival concerns and issues. Workshop topics include; MARC/AMC format, conservation/preservation, long range planning, managing a volunteer program, developing finding aids, preparing exhibits and displays, desktop publishing, records management, and grantsmanship.

The meeting will also feature Dr. Dewey Grantham, Professor of History at Vanderbilt University, as the speaker for the society's dinner on Thursday night. The Friday morning session will include additional workshops and an open session on the status of the certification of archivists. Donn Neal, Executive Director of The Society of American Archivists, will discuss the certification process and be available to answer questions.

A pre-conference seminar on managing photographic collections will be held at Vanderbilt University on May 24-25, and hosted by the Special Collections Department of the Library.

Additional program information and registration information is available in this newsletter.

## TENNESSEE ARCHIVISTS EDUCATION SURVEY

In the last issue of the Tennessee Archivists Newsletter, the Education Committee included a questionnaire to learn members preference on educational workshops to be held in conjunction with the regular meetings. The survey explored the areas of workshop length and preferred meeting days, subjects of interest, level of study and cost. Seventeen completed questionnaires have been received. It was our hope that the preferences expressed in the questionnaires would offer some guidance in planning future educational workshops which would be beneficial to the membership. The cooperation of members who took the time to complete and return the survey was appreciated. We also felt that the membership would be interested in the committee's findings.

- continued on next page-



## -Education Survey (continued)-

With regard to the question of possible topics for workshops, members expressed more interest in four subjects: the use of computers, photographs, security and disaster preparedness, and outreach and public programs. Of the respondents 58.82% indicated great interest in learning more about using computers with only 5.88% expressing no interest at all in the subject. Workshops on care of photographs and public outreach programs were marked as a great interest to 41.18% of the responding members. Another 52.94% of the returned surveys indicated some interest in a workshop on photographs. Additional education on security and disaster preparedness was of great interest to 47.06% of the respondents. A breakdown of percentages and categories has been included in the chart below. Two additional subjects, preservation/conservation and standardized term usage such as Library of Congress subject headings, were suggested as additional topics for consideration.

TENNESSEE ARCHIVISTS EDUCATION SURVEYSubject Content Interest:

	<u>Great Interest</u>	<u>Some Interest</u>	<u>No Interest</u>
Arrangement and description	17.65%	58.82%	23.53
Acquisitions and collection development	35.29%	47.06%	17.65%
Cataloging and MARC AMC format	29.41%	47.06%	23.53%
Fund-raising and grants	29.41%	52.94%	17.65%
Microcopying	35.29%	47.06%	17.65%
Oral History	23.53%	47.06%	29.41%
Photographs	41.18%	52.94%	5.88%
Audio/Video material	17.65%	64.70%	17.65%
Public programs/ outreach and publications	41.18%	35.29%	23.53%
Records management	17.65%	35.29%	47.06%
Security/Disaster Preparedness	47.06%	41.18%	11.76%
Use of computers	58.82%	35.29%	5.88%
Processing loose records	23.53%	23.53%	52.94%
Introduction to archival principles	17.65%	35.29%	47.06%

-continued on next page-



## -Education Survey (continued)-

The remainder of the questionnaire concerned meeting days, workshop length and preferred cost. When questioned about the days of the week that would be best for combined workshop and Tennessee Archivists meetings, 41.18% of the respondents indicated Thursday-Saturday as the days they could most likely attend. "Weekdays only" was the second choice which was marked as best for 35.29% of the responding members. One day workshops were preferred by 58.82% followed by one and one-half day workshops by another 35.29% of those responding. The members overwhelmingly supported the idea of having both advanced and beginning level workshops with 70.59% answering affirmative. When given the choice between advanced or beginning workshops, 64.29% indicated an interest in advanced level workshops. The majority (62.5%) of the participating members expressed that they would be most willing to pay between \$25 and \$50 in registration fees for this additional training.

Again, the Committee greatly appreciates those who participated in the survey and the helpful suggestions offered by members. Should any member wish to still send a completed questionnaire, please mail the completed survey to: Norma Thomas, Archives of Appalachia, East Tennessee State University, Box 22, 450A, Johnson City, TN 37614.

Norma Thomas, Chair, Education Committee

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#### PRESIDENT COLUMN

As spring approaches, my thoughts turn to travelling Tennessee roads again in my quest to get to know Tennessee archivists and learn about their missions. I have enjoyed very much visiting with those of you whom I have seen so far. In my wanderings, I have surveyed archival facilities in beautiful old Gothic, Victorian, and monumental-style libraries; former hospitals; courthouses; environmentally ideal Quonset huts; converted school buildings; and modern state-of-the-art research centers, all of them overseen lovingly by Tennessee archivists.

I have been amazed at the wide spectrum of collections being assembled and the prodigious work being done by those people responsible for what they gather. Your colleagues around the state are collecting regional history, local history, historic and literary subjects, county records, massive congressional collections, religious archives, university archives, governmental archives, and other institutional archives. Common characteristics among these archivists are that they love their work and they enjoy describing it. Each person I have visited during the past year has been most hospitable, taking a great deal of time to give me a complete tour of facilities and to answer my many questions about operations. To them I give my sincere appreciation. To those of you whom I have not yet seen, please be expecting a call from me soon.

In this issue of the newsletter you will find registration information about our spring meeting to be hosted by Bill Sumners at the Southern Baptist Historical Commission. Bill has put together a great program of mini-workshops on a variety of subjects important to archivists. Also at this meeting we will have the opportunity to talk with Donn Neal, executive director of the Society of American Archivists, who is coming to discuss the certification issue with us. We are happy that Tennessee State Librarian and Archivist Edwin Gleaves will be speaking to us about preservation in Tennessee. In response to the recent survey conducted by our Education Committee, we have scheduled a seminar on the preservation and management of photographic collections, to be conducted by Andy Anderson, Curator of Photographic Archives at the University of Louisville. Make plans now to join us and bring your questions and burning issues to discuss. See you in May,

*Lana Howell*



## UNIVERSITY OF TENNESSEE MARTIN ARCHIVES

U. S. Congressman Ed Jones, 8th District, 1969-1989, has donated his Congressional papers to the UTM Archives. The University of Tennessee at Martin is seeking to place those materials in a proposed new wing of the Paul Meek Library.

UTM Professor of History, Langdon Unger, 1961-1989, has announced his retirement for this summer. For several years he has chaired the University Museum and Archives Committee. Early in his tenure there he began dreaming of a university archives, a dream which was realized in the late 1970s. He and his History colleague, Charles F. Ogilvie, were largely responsible for bringing the Holland McCombs papers to UTM, the first large collection of manuscripts. Professor Unger influenced Holland McCombs to donate money for the renovation of the Holland McCombs Center which contains the Museum, Archives, and the honors Program.

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## SAA ANNOUNCES 1989 AWARDS

The Society of American Archivists announces its 1989 awards competition, which recognizes outstanding achievements during the 1988 calendar year.

SAA invites individual and institutional members to nominate themselves or others for these awards. Winners will be selected by subcommittees of the SAA Awards Committee, which is chaired by Thomas Wilsted. Awards will be presented at the 1989 annual meeting, to be held in St. Louis October 23-29, 1989.

The SAA awards policy is described in The American Archivist 39:415-20. All nominations should be sent to Thomas Wilsted, Salvation Army Archives, 145 West 15th Street, New York, NY 10011. The deadline for nominations is June 1, 1989.

### The Distinguished Service Award

Established by three fellows of the Society: Leon deValinger, Jr., Mary Givens Bryan, and Dolores Renze. The award, a plaque, is presented to an archival institution or organization that has made an exemplary contribution to the profession. Nomination forms are available from Thomas Wilsted.

### The Sister M. Claude Lane Award

Established in 1974 by the Society of Southwest Archivists in memory of Sister Lane. This cash award is funded by SSA and presented to an individual who has made significant contributions in the field of religious archives.

### The Philip M. Hamer and Elizabeth Hamer Kegan Award

Established with an initial gift from Elizabeth Hamer Kegan, and first presented in 1973. The award recognizes an archivist, editor, or group thereof who has increased public awareness through the compilation, transcription, or public presentation of archival materials for educational instruction or other public purpose.

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"SAA Awards" -continued from page 4-

The Oliver Wendell Holmes Award

Established in 1979 to facilitate the supplementary travel of foreign archivists already in the United States or Canada for training. For information about eligibility and application rules, contact Ann Newhall, Chair of SAA's International Archival Affairs Committee, 119 Filbert Street, Hamden, Connecticut 06517.

The Waldo Gifford Leland Prize

A cash award funded by income from the Leland Prize Fund. The prize, first awarded in 1959, is presented to the author of an outstanding contribution in the field of archival history, theory, or practice. Periodicals are not eligible.

The C.F.W. Coker Prize

Established in 1983, this prize recognizes works or activities (finding aids, finding aid systems, descriptive tools, and projects that involve innovative developments in these) of exceptional merit that advance the practice of archival description.

The Theodore Calvin Pease Award

Created in 1987 with a gift from Mrs. Pease, the award and its cash prize recognize superior writing achievement by students of archival administration. Papers examining major trends and issues in archival administration are preferred.

For more information about any of these awards, contact Thomas Wilsted at the address above.

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MT. ST. JOSEPH CENTER HOST ARCHIVES BASIC WORKSHOP

The Mt. St. Joseph Center in Maple Mount, Kentucky will host an Archives Basic Workshop on April 28-30, 1989. Thomas Frusciano, Archivist of New York University Archives and Bro. Dennis Sennett, Archivist of the Friars of the Atonement Archives, Graymoor, Garrison, New York, will be the program presenters for the workshop. The cost for the workshop is \$175, which includes room and meals. For more information contact: Sr. Emma Cecillia Busam, O.S.U., Mt. St. Joseph Center, Maple Mount, KY 42356. Phone: (502) 229-4103.

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OPPORTUNITY TO PUBLISH

In 1972, Georgia Archive (now Provenance) became the first professional archival journal published by a state or a regional organization. The Society of American Archivists gave the publication as award of merit in 1975. Today, Provenance, the journal of the Society of Georgia Archivists, is published semiannually and is circulated nationally and internationally to over 300 membership units including libraries, universities, and historical societies.

The journal's primary focus is issues concerning the archival profession in the theory and practice of archival management. Articles, review essays, case studies and commentaries are solicited. Recent issues have included such topics as automation, artificial intelligence, bibliographic utilities, education and certification, professionalism, access and restrictions, intergovernmental appraisal,



TENNESSEE ARCHIVISTS SPRING MEETING

MAY 25-26, 1989  
SOUTHERN BAPTIST CONVENTION BUILDING  
901 COMMERCE ST. NASHVILLE, TENNESSEE

Hosted by the Historical Commission and the Sunday School Board  
of the Southern Baptist Convention

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Thursday, May 25th

12:00	PM	Registration
1:00	PM	Welcome and announcements
1:15	PM	First Workshop Session (concurrent workshops)
		"Understanding the MARC AMC format" -- Sara Harwell, Vanderbilt University.
		"Basic consevation/preservation" -- Carol Roberts, Tennessee State Library and Archives.
		"Records management" -- Juli Stewart, University of Tennessee, Knoxville.
		"Managing a volunteer program" -- Pat Brown, Southern Baptist Historical Library and Archives.
2:30	PM	Break -- Parlor, SBC Building. Hosted by the Historical Commission.
3:00	PM	Second Workshop Session (concurrent workshops)
		"Desktop publishing" -- James R. Hawk/Steven R. Lee Desktop Publishing, Vanderbilt University
		"Producing finding aids" -- Sally Ripatti, McClung Collection, Knox County Public Library and David McWhirter, Disciples of Christ Historical Society.
		"Planning in the archives" -- Sue Lynn Stone, Western Kentucky University.
		"Preparing exhibits and displays" -- Charles Businaro, Sunday School Board, SBC.
4:20	PM	Dr. Edwin Gleaves, Tennessee State Library and Archives, "Slow Fires: The Document Preservation Imperative in Tennessee."
5:15	PM	Tours of Southern Baptist Historical Library and Archives and the E.C. Dargan Research Library of the Sunday School Board.
6:15	PM	Dinner, Nashville Room, Sunday School Board, SBC, 127 9th Avenue North, Nashville.

Guest speaker: Dr. Dewey Grantham, Holland N. McTyeire  
Professor of History, Vanderbilt University



Friday, May 26th

8:30 AM Registration

9:00 AM Third Workshop Session (concurrent workshops)

"Grantsmanship" -- Robert Cheatham, Tenn. Humanities Council

"Basic conservation/preservation" -- Carol Roberts

"Producing finding aids" - Sally Ripatti/David McWhirter

"Preparing displays and exhibits" -- Charles Businaro

10:15 AM Break -- 3rd Floor, SBC Building. Hosted by the E.C. Dargan Research Library, Sunday School Board.

10:45 AM The Certification of Archivists

Ellen Garrison, Middle Tennessee State University

Donn Neal, Executive Director, The Society of American Archivists

11:45 AM Announcements/Business/Adjournment --Tennessee Archivists President, Sara Harwell

12:30 PM Post-meeting lunch at the Towne House Tearoom, 165 8th Ave. North (1 block from SBC Building). Lunch prices range from \$3.50 to \$5.00. Please indicate interest on registration form.

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TENNESSEE ARCHIVISTS SEMINAR ON THE PRESERVATION  
AND MANAGEMENT OF PHOTOGRAPHIC COLLECTIONS

Date: May 24-25, 1989 Fee: \$25.00  
Instructor: Andy Anderson, University of Louisville  
Location: Special Collections, Vanderbilt University

Most archival collections contain photographs, which require special care and management, and interest has grown over the past few years in their use. This seminar will deal primarily with the preservation and organization of photographic collections. It is recommended for photographic archivists as well as archivists who maintain photographs as an important part of their collections.

The seminar instructor will be Andy Anderson, who is Curator of the Photographic Archives at the University of Louisville, a position he has held since 1972. He has consulted with numerous archives, libraries, and museums on the preservation and management of photograph collections and has taught several workshops for the Society of American Archivists Basic Conservation Program.

The seminar will run from 1:00 to 5:00 on May 24 and 9:00 to 12:00 on May 25. Special Collections is located in The Heard Library on 21st Avenue South at the terrace entrance. Please include your registration for the seminar with registration for the Tennessee Archivists meeting. Administration of Photographic Collections, published by SAA as part of its Basic Manual Series will be provided for all registrants. Enrollment is limited to 25. For more information contact Sara Harwell at (615) 322-2807.



REGISTRATION FOR TENNESSEE ARCHIVISTS SPRING MEETING, 1989

The spring 1989 meeting of Tennessee Archivists will be held at the Southern Baptist Convention Building, 901 Commerce St., Nashville, Tennessee. The pre-conference seminar on managing photograph collections will be held at the Special Collections Department of the Vanderbilt University Library. Please complete this registration form and return it by May 15th. A list of area hotels and motels is provided on the reverse side of this form. Please make your reservations for accomodations directly with the hotel or motel.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

PRE-CONFERENCE SEMINAR ON MANAGING PHOTOGRAPHIC COLLECTIONS £ \_\_\_\_\_ x \$25 = \$ \_\_\_\_\_

TENNESSEE ARCHIVISTS MEETING

\_\_\_\_\_ Conference Registration \_\_\_\_\_ x \$25 = \$ \_\_\_\_\_

\_\_\_\_\_ Dinner at Nashville Room, Sunday School Board. (Includes soup, salad prime rib, vegestables, rolls, drink and desert.) Cost included in registration fee. Please indicate if you will be attending the dinner. \_\_\_\_\_

\_\_\_\_\_ Friday lunch -Towne House Tearoom. Indicate if you plan to have lunch with the group - reservations are needed. Cost not included in registration fee. \_\_\_\_\_

TOTAL ENCLOSED: \$ \_\_\_\_\_

Please indicate below what workshops you plan to attend. This information is needed to schedule room assignments for the workshops. No registration is required for individual workshops at the meeting.

Thursday, May 25th

First Workshop Session

\_\_\_\_\_ MARC AMC Format  
\_\_\_\_\_ Managing a volunteer program  
\_\_\_\_\_ Records Management  
\_\_\_\_\_ Conservation/preservation

Friday, May 26th

\_\_\_\_\_ Exhibits & Displays  
\_\_\_\_\_ Producing Finding Aids  
\_\_\_\_\_ Conservation/preservation  
\_\_\_\_\_ Grantsmanship

Second Workshop Session

\_\_\_\_\_ Exhibits & Displays  
\_\_\_\_\_ Desktop publishing  
\_\_\_\_\_ Producing finding aids  
\_\_\_\_\_ Planning in the archives

RETURN THIS REGISTRATION FORM,  
WITH ENCLOSED CHECK MADE PAYABLE  
TO TENNESSEE ARCHIVISTS, TO:

Bill Sumners  
Historical Commission, SBC  
901 Commerce St., Suite 400  
Nashville, TN 37203

REGISTRATION DEADLINE MAY 15, 1989



The Tennessee Archivists meeting will be held at the Southern Baptist Convention Building at 901 Commerce St., in downtown Nashville. A map of downtown is included below. Free parking is available in parking area at the Southern Baptist Convention building. Please enter the parking area from 9th Avenue North. If you need specific directions, please do not hesitate to call (615) 244-0344. Listed below are area hotels and motels with room corporate rates.

Hotels within walking distance of SBC Building:

Stouffer Hotel  
611 Commerce St.  
Nashville, TN 37203  
255-8400 or 1-800-468-3571  
Rate: \$67

Hyatt Regency -Nashville  
Seventh and Union  
Nashville, TN 37219  
352-1234 or 1-800-228-9000  
Rate: \$62

Days Inn - Conv. Center  
711 Union St.  
Nashville, TN 37219  
242-4311 Rate: \$35

The Hermitage  
231 Sixth Ave. N.  
Nashville, TN 37219  
244-3121 Rate: \$57

Other area hotels/motels

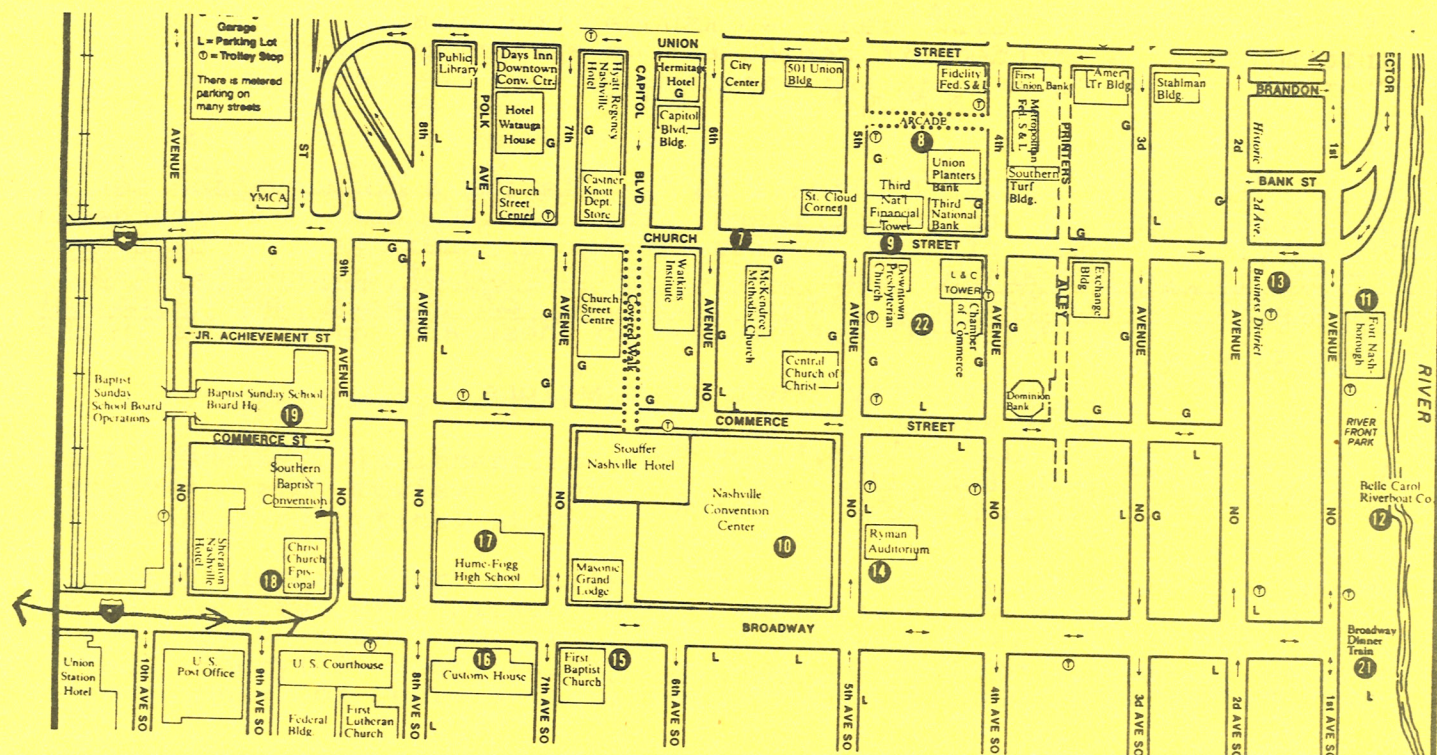
Maxwell House  
2025 Metro Center Blvd.  
Nashville, TN 37228  
259-4343 Rate: \$51

Shoney's Inn  
I-40 and Demonbreum  
Nashville, TN 37203  
255-9977 Rate: \$31/\$41

Doubletree  
2 Commerce Pl.  
Nashville, TN 37219  
1-800-528-0444 Rate:\$57

Ramada Inn  
840 James Robertson Parkway  
Nashville, TN 37203  
244-6103 Rate: \$33/\$39

Directions to the SBC Building for meeting participants coming in from out of town -- take the I 240 loop to the west side of Nashville and exit on Broadway. Turn east (toward town) on Broadway. Turn left on 9th Ave. North. Turn left into SBC parking area (between SBC Building and Sovran Bank).





P U B L I C A T I O N S

Constitutional Issues and Archives is the first of ARCHIVAL SYMPOSIA, which will be published by the Mid-Atlantic Regional Archives Conference. This volume, edited by Mary Boccaccio of East Carolina University, is a collection of papers presented at the fall 1987 meeting of MARAC in Charlestown, West Virginia. Included in this volume are discussions of the use of state and local archives to document large-scale public health and environmental disasters, and the function of a film archives in a rural region often neglected by the mass media. Vital topics as the expungement of public records to preserve privacy and the effect of the recent Salinger case on copyright law are treated in this volume. Copies of this publication can be ordered for \$6.00 from MARAC; Brother Denis Sennett, S.A.; MARAC Secretary; Friars of the Atonement; Graymoor; Garrison, NY 10524.

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Strengthening New York's Historical Records Programs: A Self Study Guide has been issued by the New York State Archives and Records Administration (SARA) to ensure that the Empire State's important documentary heritage is adequately maintained for its citizens. The 157 page self study guide is a product of SARA's Historical Records Program Development Project. It is designed to be used by governing boards, directors, staff member (paid and unpaid), and supporters of New York's historical records programs.

This manual offers reasonable goals for any repository seeking to improve the management of its documentary holdings. Sections of the manual discuss the basic elements of historical records programs, fundamentals for the development of financial resources necessary for building strong historical records programs, cooperative ventures by historical records programs that can strengthen the care of New York's documentary heritage, and additional sources of assistance.

Strengthening New York's Historical Records Programs can be used by members of governing bodies, resource allocators, and staff in a variety of ways. For information about obtaining copies of this manual contact the State Archives and Records Administration, Cultural Education Center, Room 10A75, Albany, NY 12230.

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The J. Paul Getty Trust Publications is offering a conservation series for \$8.00 annually to subscribers, and \$16.00 each if purchased individually. Some of the topics included are: No. 2 - Cellulose Nitrate in Conservation, and No. 4 Evaluation of Procedures Used in Accelerated Photochemical Aging Testing of Museum and Archival Materials. For additional information on these and other works in the series contact:

J. Paul Getty Trust Publications  
Book Warehouse  
The J. Paul Getty Museum  
P.O. Box 2112  
Santa Monica, CA 90406



SOUTHEASTERN ARCHIVES AND RECORDS CONFERENCE AND SOCIETY OF ALABAMA  
ARCHIVISTS HOLD JOINT MEETING IN MAY

The Southeastern Archives and Records Conference will hold its annual meeting in conjunction with the Society of Alabama Archivists on May 2-5, 1989 in Montgomery, Alabama. A pre-conference workshop related to SAA's Interim Board on Certification and the certification exam development is planned. Other session topics include: implementing MARC:AMC format, documenting Appalachia, records management in cities and counties, archival education in the South, developing record schedules, publishing guides, oral history, appraising photograph collections, and the certification of archivists. The registration fee of \$65 includes a Barbecue dinner on the terrace at the Alabama Department of Archives and History, Thursday's luncheon buffet and other special events. For more information contact, Tracey Berezansky at the Alabama Department of Archives and History, 624 Washington Ave., Montgomery, AL 36130, (205) 261-4361.

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FISK UNIVERSITY LIBRARY SPECIAL COLLECTIONS

A National Endowment for the Humanities grant of \$29,094 has been awarded to the Fisk University Library's Special Collection to organize, process and preserve the papers of Mary E. Spence (1865-1962). Professor Spence was the first white graduate of Fisk University (B.A. 1887; M.A. 1893). She became a faculty member who devoted her life to the University. The collection, circa 30,000 items, is rich in family and women's history, as well as black higher education.

The Fisk University Library has also acquired the records of the Sigma Pi Phi, "Boule", a fraternity founded on May 15, 1904 in Philadelphia, Pennsylvania. It was the first fraternity for college trained and professionally educated Afro-Americans.

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HISTORICAL COMMISSION RECEIVES JARMAN FOUNDATION GRANT

The Historical Commission of the Southern Baptist Convention has received a \$5000 grant from the Jarman Foundation to fund the pilot year for the Commission's "Documenting the Spirit" project. The pilot project will be conducted with the First Baptist Church of Murfreesboro and involve various documentation activities including photography, video taping, oral and video histories, surveys and other methods to capture the life of a local Baptist congregation. The Commission hopes to expand the project to other churches and prepare a manual for churches to conduct "Documenting the Spirit" activities. The resources generated by the project will be placed in the Southern Baptist Historical Library and Archives, operated by the Historical Commission.

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"Opportunity to publish" -continued from page 5-

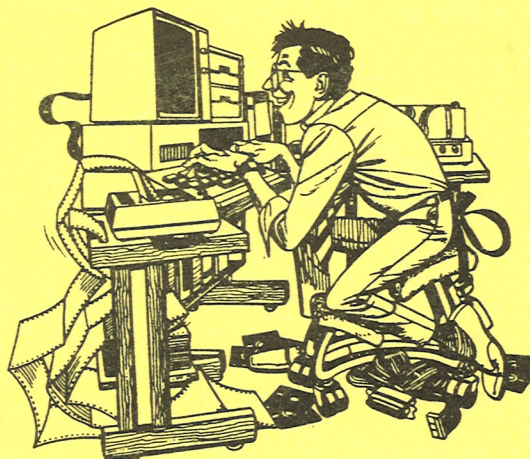
grant funding, implementing the SAA GAP report, local records and resources, and review essays on oral history, photograph collection management, and optical storage.

Suggested length for articles is 15-25 double-spaced pages plus notes. The University of Chicago Manual of Style, 13th edition, is the preferred style sheet for text and footnotes. Interested persons should contact Sheryl B. Vogt, editor, Provenance, Richard B. Russell Memorial Library, Univ. of Georgia Libraries, Athens, GA 30602. (404) 542-5788.



TENNESSEE ARCHIVISTS NEWSLETTER

The newsletter is an occasional publication of 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 and welcomes your comments and suggestions concerning the content and style of the newsletter. A special thanks to Marvin Downing, Ann Allen Shockley and Norma Thomas for providing information for this issue of the newsletter.



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FIRST CLASS

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Nashville TN 37240-0007