

MIDWEST

CONFERENCE

Archives



ANNUAL SPRING MEETING



APRIL 29—MAY 1, 2004, THE WYNDHAM MILWAUKEE CENTER
MILWAUKEE, WISCONSIN



MAC

Midwest Archives Conference



**MAC EXTENDS ITS SINCERE THANKS TO THE
FOLLOWING SPONSORS, AS OF PRESS TIME, OF THE
MAC SPRING 2004 MEETING IN MILWAUKEE.**

American Academy of Allergy, Asthma and Immunology, Milwaukee

Irish Genealogical Society of Wisconsin, Milwaukee

Polanki, the Polish Women's Cultural Club of Milwaukee

Priests of the Sacred Heart, Hales Corners, Wisconsin

The Friends of the University of Wisconsin–Parkside Library, Kenosha

Twin Cities Archives Round Table, Minneapolis-St. Paul, Minnesota

University of Wisconsin–Milwaukee History Department, Milwaukee

University of Wisconsin–Milwaukee Libraries, Milwaukee

University of Wisconsin–Milwaukee School of
Information Studies, Milwaukee

University Products, Inc., Holyoke, Massachusetts



The Local Arrangements Committee would also like to thank Doug McDonald
for his assistance with the design and layout of the program.



Cover: *Bikers posing on Milwaukee's Highland Avenue outside the factory. Harley-Davidson's first factory "shed" building is in the distant background, 1912.
Harley-Davidson Archives.*

THE MEETING AT A GLANCE

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THE MEETING AT A GLANCE

The Midwest Archives Conference Spring 2004 meeting will be held April 29–May 1, 2004, in Milwaukee, Wisconsin. The meeting hotel is the Wyndham Milwaukee Center Hotel at 139 East Kilbourn Avenue. Detailed hotel information may be found on page 2.

WORKSHOPS

Conference registrants may attend the following specialty workshops:

- Preconference SAA Workshop: Grant Proposal Writing
- MAC Workshop: Fundamentals of Reference
- Russell Consulting, Inc., Madison: Tools, Methods, and Strategies for Running Effective Meetings

These workshops are described later in this program. **You must register for the preconference SAA workshop directly with the Society of American Archivists.** Workshop and registration information is available on the SAA Web page, <<http://www.archivists.org>>. For further information, please contact Patti O'Hara, Solveig DeSutter, or Carlos R. Salgado in the SAA Professional Education Department at 312-922-0140 or at education@archivists.org.

SESSIONS

This spring's meeting offers 18 sessions. Included are such topics as internships, collaboration, marketing strategies, and Encoded Archival Description (EAD). Sessions begin Thursday afternoon, April 29, and continue through Saturday morning, May 1.

SPECIAL EVENTS

The meeting will open Thursday afternoon with a plenary session featuring prominent Milwaukee historian John Gurda. John has been a historian for more than 30 years, is the author of 13 books, and writes a local history column for the *Milwaukee Journal Sentinel*. His presentation will take us through the colorful history of the "Cream City" and some of his experiences using archival and local history sources. The festivities will continue on Thursday evening: join your colleagues for the MAC reception at the stately Pabst Mansion where you can explore the residence of beer baron Frederick Pabst. Be sure to sign up to attend Friday afternoon's Awards Luncheon and later go on a restaurant tour, to the New Members' Dinner, or to the Brewers game.

THE MEETING AT A GLANCE

TOURS

The Local Arrangements Committee has planned an array of tours that highlight some of the best of what Milwaukee has to offer. They include the Harley-Davidson Motor Company Corporate Archives, the Milwaukee Art Museum, the Marquette University John P. Raynor, S.J., Library, the Milwaukee Public Library, Miller Brewery, and a Historic Milwaukee Incorporated Walking Tour. Tours are open to registrants on a first-come, first-served basis, so reserve your spot early.

ON-LINE REGISTRATION

For the first time ever, on-line registration is being offered as an option to our members. The new system will help the Local Arrangements and Program Committees better serve you and give members instant confirmation for conference registration, tours, and workshops. To see if this easy-to-navigate option is for you, go to the Milwaukee meeting link at MAC's Web site, <www.midwestarchives.org/Milwaukee>, and click on the link for on-line registration. Please note that you must include an E-mail address in order to register on-line and that this process does not allow for credit card payment. Payment must be made separately to Sara Shutkin, Alverno College Archives, MAC-LAC, 3400 S. 43rd Street, P.O. Box 343922, Milwaukee, WI 53234-3922, and must be postmarked by March 31 to qualify for the advance registration rate. If you have questions regarding on-line registration, contact Kim Pecanac, American Express Meeting Manager, at 414-298-4728 or at kim.r.pecanac@aexp.com.

WEATHER

Spring weather in Milwaukee is variable. The average high temperature is 60°F, and the average low is 40°F. It is unlikely to snow, but there are no guarantees it will not rain. It can also be rather windy. Just remember to think "layers"!

ACCOMMODATIONS

The Wyndham Milwaukee Center Hotel is located at 139 East Kilbourn Avenue in downtown Milwaukee. A block of rooms is reserved for MAC at the following special (what a deal!) rate: single, double, triple, and quadruple occupancy all at \$99 per night. Room availability and rates are guaranteed only through March 31, 2004. Reservations received after that time will be accepted on a space-and-rate-available basis, so don't delay. Cancellations must be received 24 hours in advance. Check-in time is 3:00 P.M. Checkout time is 12:00 noon.

Reservations can be made on-line at <<http://www.wyndham.com/hotels/MKMC/main.wnt>> or by telephone at 800-996-3426 or 414-276-8686. To receive the group discount, please request the Midwest Archives Conference rate.

ROOMMATE MATCHUP

A list of attendees searching for roommates for the conference will be maintained and distributed to interested parties. If you are registering by mail, please contact Sara Shutkin (414-382-6202 or sara.shutkin@alverno.edu) with the following information: name, address, telephone number (daytime and/or evening), E-mail address (if applicable), fax number (if applicable), gender, smoking/nonsmoking preference, and dates a roommate is needed. If you are registering electronically and indicate the need for roommate matchup, you will be asked to supply the same information. You will receive a copy of the list and will be responsible for contacting available roommates and making necessary arrangements. The deadline for submitting roommate information is March 31, 2004.

THE MEETING AT A GLANCE

CHILD CARE

Need to arrange child care during the meeting? Contact Mary Boyle at the Northshore Professional Nanny Agency, LLC, at 262-573-6678 or at nannymaryb@sbcglobal.net. To insure the availability of a nanny, please contact NPNA at least two weeks prior to the meeting.

The Midwest Archives Conference furnishes this information as a service to its members but is not responsible or liable for services rendered by any child-care provider or child-care agency. It is the responsibility of those who wish to use child-care services to make their own arrangements.

AMERICANS WITH DISABILITIES ACT

MAC welcomes individuals with disabilities to participate in its activities. If you have a visual, aural, or other impairment that qualifies as a disability under the Americans with Disabilities Act, or have other special needs, please contact one of the Local Arrangements Committee cochairs to ensure your participation in MAC conference activities.

VENDOR FAIR AND COFFEE BREAKS

Vendors will exhibit a wide range of archival products and services on Friday, April 30, from 9:30 A.M. to 4:00 P.M. Join other conference-goers for refreshments at morning and afternoon coffee breaks.

SILENT AUCTION

Proceeds from the auction will go to the Archie Motley Memorial Scholarship for Minority Students. This is a first-time event for MAC. Prior to the meeting, images and descriptions of the items to be auctioned may be viewed by clicking on the Milwaukee meeting link on the MAC Web site, midwestarchives.org/Milwaukee. Bids cannot be made on-line. They must be made at the meeting where the items will be on display in the Vendor Fair area on Friday, April 30, from 9:30 A.M. to 4:00 P.M. Bidding will end at 4:00 P.M. High bidders may pick up and pay for their treasures at the registration desk until 5:00 P.M. on Friday, and *must claim and pay for their prizes by noon on Saturday, May 1*. Take a look at the fabulous items donated by fellow MACers, and plan to bid high for this worthy cause.

T-SHIRTS

The University of Wisconsin–Milwaukee's Student Chapter of the Society of American Archivists will be selling MAC spring conference T-shirts. You can order your T-shirt in advance or purchase one at the conference. For additional information and an order form, see the inside back cover.

TRANSPORTATION

Transportation by air: The General Mitchell International Airport, located on the south side of Milwaukee—about a 15-minute drive from the Wyndham Milwaukee Center—serves most major carriers.

Midwest Airlines will provide meeting attendees traveling to and from Milwaukee during the authorized period with a six percent discount (Convention Discount) on any available published fare. Group, student, senior citizen, VUSA, introductory, tour, and unpublished fares are excluded. Discount certificates, coupons, and companion offers may not be used with the Convention Discount. Please provide the discount code (CMZ1348) when booking your travel. For reservations and information, call Midwest Airlines at 800-452-2022.

THE MEETING AT A GLANCE

The Wyndham Milwaukee Center does not offer shuttle rides. However, transportation to the hotel is available through Airport Connections. The cost is \$10 one way and \$18 round trip. Reservations with Airport Connections can be made in advance on-line at <www.mkelimo.com> or by phone at 800-236-5450. Reservations can also be made on the spot. In the baggage claim area near carousel #2, a desk with an Airport Connections display is staffed by an agent from 7:30 A.M. to midnight. At other times, there is a phone at the desk with direct link 24-hour access to the dispatcher. *Check in at the desk whether or not you already have a reservation.*

Transportation by train: The Amtrak train station is located nine blocks from the Wyndham Milwaukee Center. Amtrak will provide meeting attendees traveling to and from Milwaukee with a 10 percent saving on the lowest rail fare available when making reservations. Refer to Special Amtrak Fare Code Number X26B-907 when making reservations to Milwaukee from April 21 to May 4, 2004. Taxi service is available outside the main entrance of the station.

Parking: Underground self-parking is available on-site for \$13 per day. Daily parking is also available on an hourly basis. These prices are subject to change. Other parking sites are indicated on the map of downtown Milwaukee.



PROGRAM COMMITTEE MEMBERS

Doug Bicknese, Helen Conger, Katie Dishman, Ellen Engseth (cochair), Rhonda Frevert, Gayle Martinson, Heather Muir, Cynthia Read-Miller (cochair), Marybelle Yeazel

LOCAL ARRANGEMENTS COMMITTEE MEMBERS

Matt Blessing, Tim Cary (cochair), Michael Doylen, Amy Hefter, Mary Jaques, Jan Krahn, Christel Maass, Ann McIntyre, Sara Shutkin, Nick Weber, and Ken Wirth (cochair)

THE MEETING AT A GLANCE

MAC FALL 2004 MEETING

"Is this heaven? No, it's Iowa!" The Des Moines 2004 Local Arrangements Committee would like to encourage MAC members to attend the Des Moines meeting to be held October 28–30, 2004. In addition to a fabulous program, MAC members will be treated to tours of the State Historical Society of Iowa, the State Capitol, Living History Farms, and a walking architectural tour. The reception will be held at the State Historical Building, with a sampling of Iowa-made items such as corn, honey, pork, and Maytag Blue Cheese.

MEMBERSHIP BENEFITS

Meetings: Meetings held semiannually provide opportunities for attendees with varying levels of experience to build or enhance their archival competence. Each year's fall and spring meetings feature two full days of lectures, panel discussions, tours, and workshops covering a broad range of subjects. The meetings are hosted by different member institutions, so meeting sites are dispersed throughout the 12-state region. Registration costs are modest to encourage attendance.

Workshops: Workshops developed and taught by leaders of the profession provide intensive study in all aspects of archival work for a low cost. Workshops are held in conjunction with the meetings or as requested by the membership.

MAC Newsletter: *MAC Newsletter*, published quarterly, is a compendium of timely information for and about MAC members. The newsletter contains brief technical articles, news about members, and updates on association governance actions. It also disseminates news about related organizations, notices of meetings and workshops, news about archival-related legislation, and job announcements. Contributions from members are always welcome.

Archival Issues: *Archival Issues*, MAC's semiannual refereed journal, is highly regarded in the profession for the range of topics addressed and the quality of its articles on issues facing the contemporary archivist. The editorial board encourages diversity in topics and points of view. Member contributions to the journal are always welcome.

Membership Directory: MAC's *Membership Directory* provides up-to-date contact information on individual and institutional members, including E-mail addresses and fax numbers. It helps MAC members to stay in touch with one another.



Negro League team. Roman B. J. Kwasniewski Photographs, 1907–1947. University of Wisconsin–Milwaukee.

TOURS

Thursday, April 29

9:00 A.M.–11:00 A.M. and

3:30 P.M.–5:30 P.M.

Harley-Davidson Motor Company Corporate Archives

Join us for a behind-the-scenes look at the archives of one of the most identifiable companies in the world. Few company logos are as recognized as Harley-Davidson's; the archives of the company serves both to preserve and promote the image and history of Harley. The archives acquires, preserves, and provides access to company records with historic value as part of its mission to serve and support internal customers. Through its activities, the archives is an important aspect of Harley's global marketing, product development, and public relations. The tour will be given by William Jackson, archivist at Harley-Davidson.

Maximum participants: 20 (per tour)

Cost: \$5



Testing engines on brand-new Harley-Davidson motorcycles before shipment, circa 1923. Harley-Davidson Archives.

TOURS

Thursday, April 29
9:15 A.M.–11:15 A.M.

Milwaukee Public Library

Built in 1898, the Milwaukee Public Library is listed on the National Register of Historic Places. Recently renovated, the library is home to a variety of archival collections and rare books, as well as a huge government documents holding. Included in the library's collections are the City of Milwaukee Archives, the Milwaukee Road Archives, the Great Lakes Marine Collection, and many other unique collections of significant historical value. The tour will be led by Virginia Schwartz, the Humanities Coordinator for Milwaukee Public Library.

Maximum participants: 30

Cost: \$5

Thursday, April 29
10:00 A.M.–11:45 A.M.

Marquette University John P. Raynor, S.J., Library

Dedicated September 19, 2003, the John P. Raynor, S.J., Library is a \$55 million, 125,000-square-foot library on the campus of Marquette University. The library is home to the Marquette University Center for Teaching and Learning, the Department of Special Collections and University Archives, the Tommy G. Thompson Center for Excellence in Education, and a wide range of electronic and digital resources. SAA Fellow and former President Nicholas Burckel will lead the MAC tour through this magnificent new library. Please be sure to wear your MAC name badge.

Maximum participants: 40

Cost: \$5

Thursday, April 29
3:45 P.M.–5:45 P.M.

Milwaukee Art Museum

In May 2001, the Milwaukee Art Museum opened its new Quadracci Pavilion, a gorgeous 140,000-square-foot addition designed by world-renowned architect Santiago Calatrava. The tour begins with a visit to the museum's brand-new conservation lab, where James DeYoung, the museum's senior conservator, will highlight some of the capabilities of the updated museum facilities. Afterwards, enjoy the visually spectacular architecture of the Quadracci Pavilion while browsing through the museum's collections, which include nearly 20,000 works from antiquity to the present, including a new Georgia O'Keeffe gallery and a special exhibition focusing on the American Fancy style of art. The cost of the tour includes the entrance fee to the museum.

Maximum participants: 30

Cost: \$10

TOURS

Friday, April 30

10:15 A.M.–12:00 P.M.

Historic Milwaukee Incorporated Walking Tour

Tour downtown Milwaukee by strolling from the hotel's front door, through the downtown area, and ending in front of the new Santiago Calatrava addition to the Milwaukee Art Museum in time to see the *brise soleil* open for the day. This docent-led tour will focus on the beauty and diversity of Milwaukee's downtown architecture while highlighting both the history and the changes of the city over the last 150 years. Participants can visit the Milwaukee Art Museum on their own following the walking tour, if they so desire.

Minimum participants: 6

Cost: \$5

Friday, April 30

6:00 P.M.–10:30 P.M.

Milwaukee Brewers, Miller Park

Come and see the Brewers play the Pittsburgh Pirates in Milwaukee's new stadium. You may recall last July when these teams met and the Pirates' Randall Simon used a bat to playfully whack one of our beloved racing sausages. Although the Italian sausage was unhurt in the incident, the "Whack Heard 'Round the World" has been shown countless times on highlight shows and newscasts. We can't guarantee another "Sausagegate," but the game is sure to be entertaining. If the action on the field gets too slow, there are plenty of gift shops and food kiosks to visit. (Be sure to have a brat with secret sauce.) Miller Park has a retractable roof, so the game will go on rain or shine. Please join us.

Maximum participants: unlimited

Ticket cost: \$22

Transportation: \$3 shuttle bus on game day



Warren Spahn. *Albert R. Rainovic Papers, 1948–1987. University of Wisconsin–Milwaukee.*

TOURS

Saturday, May 1

1:00 P.M.–3:00 P.M.

Miller Brewery Tour

What trip to Milwaukee would be complete without a brewery tour? There are no historic records on this tour, but there will be plenty of a Milwaukee staple: beer! Join us for a tour of the last of Milwaukee's big three, Miller Brewery, established back in 1855, and one of the largest beer brewers in the world. The tour includes the history and techniques of beer brewing and free samples when it's all said and done.

Maximum participants: 45

Cost: \$5



Milwaukee parade. Thomas and Jean Ross Bliffert Wisconsin Postcard Collection. University of Wisconsin–Milwaukee.

SPECIAL EVENTS

Thursday, April 29
1:30 P.M.–3:00 P.M.

Plenary Session: The Making of Milwaukee

John Gurda, a historian for more than 30 years focusing on local history, will present “The Making of Milwaukee.” He will speak about Milwaukee history and his experiences using archival and local history sources in his research. For details, see page 14.

Thursday, April 29
6:00 P.M.–8:00 P.M.

MAC Reception

Join your friends and colleagues for an evening at the Pabst Mansion. Built by Captain Frederick Pabst between 1890 and 1892, the Pabst mansion is one of the last Milwaukee residences surviving from the splendid days when Wisconsin Avenue was known as Grand Avenue. Grand Avenue was a beautiful boulevard, lined with arching elms and the turreted mansions of Wisconsin’s premier families. Step back in time and explore this former residence of “Blue Ribbon Beer” baron Frederick Pabst. During the reception, the mansion will be open exclusively to MAC members. Hors d’oeuvres and beverages will be served.

Transportation to the Pabst Mansion will depart from the hotel lobby beginning at 5:45 P.M.



Architect George Bowman Ferry designed this Flemish Renaissance Revival Style mansion for Milwaukee beer baron Captain Frederick F. Pabst. It was built from 1890–1892. Circa 1975, Archives of the Archdiocese of Milwaukee.

SPECIAL EVENTS

Friday, April 30

12:00 P.M.–1:30 P.M.

MAC Awards Luncheon

Please come and enjoy a delicious lunch as we honor this year's MAC award recipients. This noteworthy event is open to anyone attending the meeting. **Note: Registration, entrée choice, and payment must be postmarked by Wednesday, March 31 (see registration form).** You may choose from three entrées: tri-color tortellini pasta with a three-cheese blend, tossed with vegetables, gorgonzola, and walnuts (\$23); grilled chicken breast served with sun-dried tomatoes and artichoke cream cheese, and wild rice blend (\$26); and roasted New York strip loin of beef, with oven-roasted red bliss potatoes (\$29). All meals come with a fresh market salad, vegetables, rolls, dessert, and beverage. Anyone with special dietary needs should contact Tim Cary (caryt@archmil.org; 414-769-3407).

Friday, April 30

6:00 P.M.–8:00 P.M.

New Members' Dinner

Are you a new member of MAC? Make friends, widen your professional circle, and eat for free. This welcoming event, hosted by the Membership Committee, is open to members of less than one year and those attending their first meeting. Meet the committee members, other new members, and long-time MACers. Make sure to RSVP by checking "New Members' Dinner" on the Workshops, Tours, Sessions, and Special Events Checklist.

Friday, April 30

6:00 P.M.–8:00 P.M.

Restaurant Tours

Downtown Milwaukee offers a plethora of diverse eateries. The restaurant tour will highlight only a handful of the options within easy walking distance of the hotel. Look for the sign-up sheets near the registration desk and join us at African Hut, Historic Turner Restaurant, King and I, Mader's, or Newsroom Pub & Grille. To plan your own outing, check restaurant information at <www.milwaukee magazine.com/dining/index.html>.

African Hut offers foods from all over Africa at very reasonable prices. Historic Turner Restaurant is an 1883 landmark of downtown Milwaukee that features "Milwaukee's most famous Friday fish fry." Try King and I for some excellent Thai cuisine or Mader's for some traditional—and superb—German dining. Newsroom Pub & Grille features materials from the Milwaukee Urban Archives at UWM, including signed "plaques" from hundreds of politicians, sports figures, and other celebrities. Tour guides will lead you to these locations and back to the hotel.

WORKSHOPS

Wednesday, April 28
9:00 A.M.–5:00 P.M.



SAA Workshop: Grant Proposal Writing (in collaboration with Amigos Library Services, Inc.)

This seminar surveys the types of state, federal, and private foundation grants available and provides practice in researching and writing grant proposals. Grant resources, grant proposal writing, and the review processes are discussed. Upon completion of this seminar you will:

- Understand the grant review process
- Differentiate among types of grants and funders
- Know parts of a grant proposal and where to look for resources
- Identify alternative sources of funding

This seminar is for archivists, librarians, and other staff members who have an interest in or responsibility to explore funding resources for their institutions. Preservation grants are stressed. Registration: SAA members: \$145; nonmembers: \$215. After March 28: SAA members: \$170; nonmembers: \$240. Enrollment is limited to 30. Enrollees must register directly with the Society of American Archivists, 527 South Wells, 5th Floor, Chicago, IL, 60607–3922. The registration form is available from the SAA Web site at archivists.org/prof-education/workshop-detail.asp?id=923.

Continuing Education Units (CEUs): .75

ACA Archival Recertification Credits: 5

Instructor: Shelby Sanett, *Amigos Library Services, Inc.*

Thursday, April 29
8:00 A.M.–12:00 P.M.

Workshop: Tools, Methods, and Strategies for Running Effective Meetings

This highly-regarded, half-day workshop will help you with the basics of business meeting management: defining your objectives, developing an agenda, and facilitating interactions.

Instructor: Jeff Russell, *Russell Consulting, Inc.*

Maximum participants: 30

Cost: \$38

WORKSHOPS

Saturday, May 1

8:00 A.M.–12:00 P.M.



MAC Workshop: Fundamentals of Reference

Archivists generally agree that providing access to records is at least as important as preserving them, and that reference service is a vital component of the professional archivist's duties. This workshop will provide an overview of the major areas of reference service, including professional guidelines for access, working with researchers, reference room policies, care and handling of materials, and the use of finding aids and electronic resources.

Instructor: Tanya Zanish-Belcher, *Iowa State University*

Maximum participants: 35

Cost: \$35



Milwaukee Roman Catholic priest James E. Groppi was a nationally known civil rights leader in the 1960s. He is shown here in August 1966, protesting the membership policies of a local Eagles Club. Archives of the Archdiocese of Milwaukee.

Thursday, April 29
1:30 P.M.–3:00 P.M.

Plenary Session: The Making of Milwaukee

Keynote Speaker: John Gurda

Meeting in Milwaukee offers an opportunity to learn the local history of the area and hear firsthand about experiences researching the history of Milwaukee at area repositories. John Gurda, born in Milwaukee, and a historian for more than 30 years, is a recognized expert on the city. He received a B.A. degree from Boston College and an M.A. degree from the University of Wisconsin–Milwaukee. He is the author of over a dozen books, many focusing on Milwaukee area industries, neighborhoods, and places of worship. His latest book, *The Making of Milwaukee*, published in 1999, was described on the Amazon.com Web site as “the first comprehensive history of Milwaukee County to be published in nearly 20 years. Gurda’s book traces the evolution of Wisconsin’s largest city from its origins as a Native American settlement to the present day.” Gurda writes the local history column for the *Milwaukee Journal Sentinel* and is a photographer and lecturer. The Wisconsin Historical Society gave him the Award of Merit seven times. Join us as he shares his love of Milwaukee history and his experiences using archival and local history sources.

Introduction: Tim Cary, *Archdiocese of Milwaukee*



Downtown Milwaukee postcard. Thomas and Jean Ross Bliffert Wisconsin Postcard Collection. University of Wisconsin–Milwaukee.

Thursday, April 29
3:30 P.M.–5:00 P.M.

Navigating Ambiguous Waters: Providing Access to Student Records in the University Archives

Although many types of student records are invaluable for scholarship, access to these documents is restricted by laws that protect confidentiality. Student records include not only transcripts and grade reports, but documents concerning admissions, discipline, housing, employment, financial aid, and advising. In this session, Tamar Chute and Ellen Swain will examine the effect of the Family Educational Rights and Privacy Act (FERPA) on access to and use of student records through discussion of their survey results from 100 Association of Research Libraries (ARL) institutions concerning how archivists are administering these records. This report will include comments about the survey from the U.S. Department of Education's Family Policy Compliance Office. Following this discussion, Patricia Hartmann, Alverno College Registrar, and Robin Van Harpen, Senior University Legal Counsel at the University of Wisconsin–Milwaukee, will discuss student records access policies and historical research use from a registrar's and attorney's standpoints and experience.

Chair: Tamar Chute, *The Ohio State University*

Speakers: Tamar Chute, *The Ohio State University*
Ellen Swain, *University of Illinois at Urbana–Champaign*
Patricia Hartmann, *Alverno College*
Robin Van Harpen, *University of Wisconsin–Milwaukee*

Thursday, April 29
3:30 P.M.–5:00 P.M.

Public Interest versus Private Gain: Public Records Past and Present

Analysis and discussion will focus on current and historical legal and statutory issues pertaining to public records and access to them. The historical perspective will focus on the period from 1880 to 1910, and discuss the common-law tradition of public records access as limited only to those with a “direct and tangible interest” in the information versus the more open notion of access as a right of citizenship. A second discussion will address current legal issues that have occurred in the Midwest concerning access to public records.

Commentator: William J. Maher, *University of Illinois at Urbana–Champaign*

Panelists: Dwayne Cox, *Auburn University*
Menzi Behrnd-Klodt, *Klodt & Associates*

Thursday, April 29
3:30 P.M.–5:00 P.M.

Struggles and Successes: Implementing Encoded Archival Description (EAD)

The University of Minnesota Libraries Special Collections and Archives (SC /Ar) repositories consist of 10 units recently united in one space. Each repository operates independently; Encoded Archival Description (EAD) work is developing at different rates within each unit. What began as informal communication among the units regarding implementation of EAD led to the formation of a task force which, through its work, strategically positions EAD within the larger institutional environment. The session will include the results of SC /Ar research into EAD implementation in other institutions and consortia; the survey administered to the 10 units about their descriptive practices and analysis of the results; collaborative efforts between SC /Ar and the Digital Library staff and how the project relates to the libraries' larger digital initiative; frustrations in locating tools that staff, unfamiliar with EAD, could use for encoding; and the future of the project, especially regarding tools for creating EAD finding aids, funding, training, and staffing.

Chair: Carrie Seib, *Charles Babbage Institute, University of Minnesota*

Speakers: Christine DeZelar-Tiedman, *Materials Acquisition and Control, University of Minnesota*
Lara D. Friedman-Shedlov, *Kautz Family Y.M.C.A. Archives, University of Minnesota*
Leslie Czechowski, *Manuscripts Division, University of Minnesota*



Marquette students hit the streets to celebrate the Milwaukee Braves victory in the 1957 World Series. Marquette University Archives.

Friday, April 30

8:30 A.M.–10:00 A.M.

A Needle in a Paperstack: When Artifacts Find Their Way into Archives

A mini-workshop, specially designed for “small shop” archivists who find themselves responsible for a small museum collection of artifacts. The workshop will address museum theory and practice as they relate to the donation, accessioning, cataloging, storage, and preservation of object collections. The leader of the workshop is the Curator of Collections for the Wisconsin Veterans Museum.

Chair: Russell Horton, *Wisconsin Veterans Museum*

Instructor: William Brewster, *Wisconsin Veterans Museum*

Friday, April 30

8:30 A.M.–10:00 A.M.

Focus on Internships: Supervising Them, Taking Them, Managing Them

Internships and practicums are significant elements in the education of archivists; nearly all graduate education programs offer them. However, there are few handbooks, manuals, or even lists of instructions to guide students, supervisors, and educators. In this session, a panel consisting of an archives educator, an intern supervisor, and a graduate student will discuss all aspects of internships, focusing particularly on the factors needed for successful internships. Panel participants will present their views on internships and then respond to questions from the audience.

Commentator: Bill Jackson, *Harley-Davidson Motor Company*

Panelists: Jeannette Bastian, *Simmons College*
Donna Webber, *Countway Library of Medicine*
Joel Westphal, *University of Wisconsin–Milwaukee*

Friday, April 30

8:30 A.M.–10:00 A.M.

Private-Public Partnerships: Local History Collections in Corporate Collections and Corporate Collections in Public Archives

SSM Health Care in St. Louis holds ledgers from St. Mary's Hospital Medical Center in Madison, Wisconsin. These ledgers contain information useful to local historians and genealogists in Madison, but how does one get the word out that they are in the corporate archives two states away? Greg Prickman, Director of SSM Health Care, will discuss the types of records held in private collections that require some interstate cooperation to reach potential users. Lee Grady is the lead archivist for the McCormick Collection at the Wisconsin Historical Society. He will share his thoughts and experiences with corporate collections in public archives. The two will discuss how institutions such as theirs can cooperate to improve access. Bill Lawson, Director of the Mahoning Valley Historical Society in Ohio, will talk about the cooperation among a historical society, Youngstown State University, and WKBN Broadcasting Company that led to the Business and Media Archives of Mahoning Valley.

Chair: Kathy Koch, *American Association of Nurse Anesthetists*

Speakers: Greg Prickman, *SSM Health Care*
Lee Grady, *Wisconsin Historical Society*
Bill Lawson, *Mahoning Valley Historical Society*

Friday, April 30
10:30 A.M.–12:00 P.M.

A Piece of the “True Cross”: What to Do When Your Archives Becomes a Tourist Attraction

Many archives house the papers of certain individuals who often attract die-hard fans or have an almost cult-like following. These visitors come to archives not to conduct research, but to look at or touch materials created by those famous people. In some cases, the repository is part of a larger tour of homes or other sites that involve those individuals. The panel will discuss access, preservation, and security issues in using these collections. Panelists who work with papers of writer J. R. R. Tolkien, children’s author Laura Ingalls Wilder, and singer Jane Froman will address their concerns in dealing with both traditional researchers and “lookie-loos” who want to touch a piece of the “True Cross.”

Chair: Sandra Taylor, *Indiana University*

Panelists: Matt Blessing, *Marquette University*
William T. Stolz, *University of Missouri–Columbia*
Lynn Smith, *Herbert Hoover Presidential Library*

Friday, April 30
10:30 A.M.–12:00 P.M.

What’s Up? Graduate Student Papers

Three graduate students in archival education programs in the Midwest will give presentations on recent papers. One student will discuss techniques for teaching undergraduate students how to do primary source research. This outreach project introduces the mission and functions of archival institutions, exposes students to primary documents, and provides methods for interpreting historical documents. Another student will present on emerging careers in archives. She will explore this subject beyond the obvious influences of technology and new electronic trends, discussing innovative archivists that produce their own product and explore new options without necessarily taking the “tech” route. The third student will explore the development and implementation of a marketing plan for a nonprofit, public archives. The marketing plan will focus on strategies for revenue generation based on materials contained within the archives. The goals of the marketing plan are to create a favorable image of the archives within the parent institution and the general public and to raise revenue to be reinvested in the archives.

Chair: Kenneth J. Wirth, Jr., *Johnson Controls, Inc.*

Speakers: Steven S. Schaffer, *University of Wisconsin–Milwaukee*
Meghan L. Glass, *University of Michigan*
Robin Champieux, *Wayne State University*

Friday, April 30

10:30 A.M.–12:00 P.M.

Survival of the Fittest Archivist: Dealing with Budget Woes

Due to poor economic conditions nationwide, archivists often deal with budget cuts. In this panel, a business archivist, a historical society archivist, and a university archivist share their experiences with the loss of money and/or staff, and their creative solutions to these situations. Ample time will be allotted for discussion among the panelists and the audience.

Commentator: Matt Schaefer, *Herbert Hoover Presidential Library*

Panelists: Nancy Webster, *Molex Connector Corporation*
 Craig Wright, *Herbert Hoover Presidential Library*
 Bill Wallach, *Bentley Historical Library, University of Michigan*

Friday, April 30

2:00 P.M.–3:30 P.M.

I'm Their Leader. Where Did They Go? Moving into the Future Together

Does the archival future look the same to the profession's leaders and scholars as to the rest of us? Join in a lively panel discussion on the central issues facing us now and in the near future. Where are we and where should we be in managing electronic records? Will legal issues loom larger than ever before? Do we worry too much about our "identity" as a profession? How can archivists participate more effectively in discussions of regional and national issues that affect our profession? Bring your own questions and opinions and help create an interactive and thought-provoking session.

Chair: Mark Greene, *University of Wyoming*

Panelists: Nancy Beaumont, *Society of American Archivists*
 Tim Ericson, *University of Wisconsin–Milwaukee*
 Elisabeth Kaplan, *Charles Babbage Institute*
 Bill Landis, *University of California, Irvine*



Old Milwaukee train station. L. J. Kunstbeck Photographs, 1947–1948. University of Wisconsin–Milwaukee.

Friday, April 30
2:00 P.M.–3:30 P.M.

Travelin' Archives: Cooperative Lending Networks

Wisconsin and Missouri established cooperative lending networks to better access and store historical collections across large geographic areas. The Wisconsin network has a central administration overseeing the storage and movement of collections among Madison and the Area Research Centers across the state. The Missouri model has a central storage facility used by the University of Missouri's four branch offices. Sustaining such a program over time has brought up many interesting issues regarding administration, logistics, collections policies, and legal concerns for Wisconsin and Missouri. Debra Anderson and Harry Miller will discuss their experiences working with the Wisconsin model. Harry will discuss issues and lessons learned by the central administration, while Debra will discuss the uses and benefits to an Area Research Center. David Boutros will present his experiences working in the Missouri model, where the majority of a repository's collections are housed in another city.

Chair: Richard Pifer, *Wisconsin Historical Society*

Speakers: Harry Miller, *Wisconsin Historical Society*
Debra Anderson, *University of Wisconsin–Green Bay*
David Boutros, *University of Missouri–Kansas City*

Friday, April 30
2:00 P.M.–3:30 P.M.

Who Are You and Why Should I Care? Marketing Strategies for Archives

How do we change the perception of archivists as reclusive individuals who hang out in basements standing guard over countless years' worth of dusty papers? How do we tell others that the stuff we work with is interesting and important, not only to ourselves but to the very people toward whom we direct our marketing? Archivists from a university, a public museum, and a corporate setting will share their marketing experiences and make suggestions for increasing the visibility of different types of repositories.

Chair: Leslie Heinrichs, *University of Wisconsin–Milwaukee*

Speakers: Donna McCrea, *University of Montana*
Maria DeWeerd, *Harley-Davidson Motor Company*
Leah Davis Witherow, *Colorado Springs Pioneers Museum*

Saturday, May 1

8:30 A.M.–10:00 A.M.

Managing Collaborations: Are We Succeeding or Failing?

Collaborations are a way of life these days. The emphasis of this session is not on how to establish a working relationship or how to obtain funding. It is on managing the collaboration: identifying risk factors at the start of the collaboration; discussing how things are managed when potential partners fall through or withdraw or required resources evaporate; examining how to satisfy everyone's expectations or rework those expectations if they are conflicting. Two archivists will briefly describe collaborations that they have experienced, identifying the successful and unsuccessful elements, and dealing with the issues outlined above. The commentator will offer comments and suggestions and lead a discussion about strategies and how one might set up a collaboration that will succeed.

Commentator: Barbara Floyd, *University of Toledo*

Speakers: Geoffrey Reynolds, *The Joint Archives of Holland*
Charles Rodgers, *Minnesota Historical Society*

Saturday, May 1

8:30 A.M.–10:00 A.M.

What's New at NARA in Chicago?

Hear all about the current activities of the National Archives & Records Administration (NARA) in general, and the U.S. National Archives & Records Administration–Great Lakes Region (NARA–GLR) in Chicago, in particular. Four NARA archivists will share information about NARA administration, archival projects and preservation, reference, and public programs. Topics will include NARA–GLR's holdings, research trends, Freedom of Information Act inquiries, volunteer and intern programs, the annual Civil War Symposium, the new research room complex, and their new Archival Research Catalog.

Chair: Peter Bunce, *NARA–Great Lakes Region*

Speakers: Peter Bunce, *NARA–Great Lakes Region*
Donald W. Jackanicz, *NARA–Great Lakes Region*
Glenn V. Longacre, *NARA–Great Lakes Region*
Scott Forsythe, *NARA–Great Lakes Region*

Saturday, May 1

8:30 A.M.–10:00 A.M.

Digitization's New Frontier: Sound and Motion

Flat scanning has become fairly routine. What's next for digitization? This session will introduce you to the issues involved in creating digital surrogates of nontraditional documents: motion picture film, audio, and video. Discussion of projects at a historical society, a public television station, and an academic music archives will highlight the issues confronted and choices made in preparing originals, file formats, metadata standards, reproduction quality, costs, training staff, working with vendors, quality control, and other topics that impact the success of an audiovisual digitization project.

Chair: Daardi Sizemore, *Minnesota State University–Mankato*

Speakers: Paul Eisloeffel, *Nebraska State Historical Society*
Lisa Carter, *University of Kentucky*
Mike Casey, *Indiana University*

Saturday, May 1

10:30 A.M.–12:00 P.M.

Out of the Closet and into the Archives: Midwest GLBT History

The Midwest is home to an interesting variety of Gay, Lesbian, Bisexual, and Transgender (GLBT) collections, also called Lesbian, Gay, Bisexual, and Transgender (LGBT). Midwest archivists will discuss three ongoing initiatives: an innovative, on-line catalog of LGBT religious collections, the founding and organization of the Gerber Hart Library in Chicago, and the GLBT Collection at the University of Minnesota Elmer L. Andersen Library.

Commentator: David McCartney, *University of Iowa*

Speakers: Doris Malkmus, *Chicago Theological Seminary*
Nickolaus Tretter, *University of Minnesota*
Karen C. Sendziak, *Gerber Hart Library*

Saturday, May 1

10:30 A.M.–12:00 P.M.

Educating Nonarchivists to Preserve Their History

Most records that future researchers will need to use are in the possession of individuals and organizations that may not have an archives or records management program. Helping people understand that they may have historical records is an important part of documenting the society that we live in. This session will report on three different programs that encourage individuals and organizations to consider the historical importance of their records and provide advice on how to care for them. Julia Hendry from the University of Illinois at Chicago will describe an ongoing archival education project that works with small nonprofit organizations in an urban setting. Erik Nordberg from Michigan Technological University will describe a collaborative outreach program in a rural setting. Christine Crandall, a member of the Society of Ohio Archivists' Education Committee, will describe the history and development of the society's workshop program.

Chair: Michele Christian, *Iowa State University*

Speakers: Julia Hendry, *University of Illinois at Chicago*
Erik Nordberg, *Michigan Technological University*
Christine Crandall, *The Jacob Rader Marcus Center of American Jewish Archives*

Saturday, May 1

10:30 A.M.–12:00 P.M.

All about Oddities: Crazy, Quirky Collections and Those Who Use Them

A fun aspect of our work is receiving and providing access to the *strange and unusual* items within collections. A business archivist, a government archivist, and a former university archivist will share some out-of-the-ordinary accessions and stories of the patrons who make use of them.

Chair: Bruce Bruemmer, *Cargill Archives*

Speakers: Mike Bullington, *Kraft Foods, Inc.*
Phil Costello, *Cook County Circuit Court*
Kathy Marquis, *Albany County Public Library*

REGISTRATION FORM: MIDWEST ARCHIVES CONFERENCE

Spring Meeting, April 29–May 1, 2004

Wyndham Milwaukee Center Hotel, 139 East Kilbourn Avenue, Milwaukee, WI 53202

800-996-3426, 414-276-8686, <<http://www.wyndham.com/hotels/MKMC/main.wnt>>

For the first time, on-line registration is being offered as an option to our members. See page 2 for instructions.

For manual registration, please complete this form and the schedule checklist on the reverse side. Include checks (a separate one for each of the three categories below) made payable to "Midwest Archives Conference." Credit cards and purchase orders are not accepted. If a refund is necessary, your check(s) will be returned to you. Mail to:

Sara Shutkin, Alverno College Archives, MAC-LAC

3400 S. 43rd Street, P.O. Box 343922, Milwaukee, WI 53234-3922

Advance mail registration must be postmarked by March 31, 2004. After that date, a higher registration fee will take effect. You may also register on-site. Requests for refunds must be made in writing and postmarked by April 15, 2004.

Name _____

Name for badge (if different) _____

Institution _____

Address _____

Phone number _____

E-mail _____

Are you a MAC member? ☐ Yes ☐ No If yes, how long? ☐ 5+ years ☐ 3–4 years ☐ 1–2 years ☐ Less than 1 year

Please indicate how you heard about this meeting:

☐ MAC Newsletter ☐ Other print newsletter ☐ Archives Listserv ☐ Other Listserv ☐ MAC Web page ☐ Word of mouth

Is this the first time you have attended a MAC meeting? ☐ Yes ☐ No If yes, will you be attending the New Members' Dinner? ☐ Yes ☐ No

1. Registration and Luncheon

Advance registration for MAC members (postmarked by March 31) \$ 45 _____

Advance registration for nonmembers (postmarked by March 31) \$ 55 _____

Advance registration for students (postmarked by March 31) \$ 30 _____

Post-March 31 and on-site registration for MAC members \$ 55 _____

Post-March 31 and on-site registration for nonmembers \$ 65 _____

Post-March 31 and on-site registration for students \$ 40 _____

MAC Awards Luncheon, Friday, April 30 (choose one of the following):

☐ Tri-color tortellini pasta with a three-cheese blend \$ 23 _____

☐ Grilled chicken breast with sun-dried tomatoes \$ 26 _____

☐ Roasted New York strip loin of beef \$ 29 _____

Total for this category (include separate check) \$ _____

2. Tours

Harley-Davidson Motor Company Corporate Archives ☐ A.M. ☐ P.M. \$ 5 _____

Milwaukee Public Library \$ 5 _____

Historic Milwaukee Incorporated Walking Tour \$ 5 _____

Milwaukee Art Museum \$ 10 _____

Marquette University John P. Raynor, S.J., Library \$ 5 _____

Milwaukee Brewers, Miller Park \$ 22 _____

Miller Brewery \$ 5 _____

Total for this category (include separate check) \$ _____

3. Workshops (filled on a first-come basis)

SAA Workshop: Grant Proposal Writing (register directly with SAA: see page 12)

Workshop: Tools, Methods, and Strategies for Running Effective Meetings \$ 38 _____

MAC Workshop: Fundamentals of Reference \$ 35 _____

Total for this category (include separate check) \$ _____

Remember to complete the checklist on the back of this form.

WORKSHOPS, TOURS, SESSIONS, AND SPECIAL EVENTS CHECKLIST

Please check the events you plan to attend. Tours will be filled on a first-come, first-served basis.

* indicates limited enrollment. \$ indicates a fee is required.

Wednesday, April 28

9:00 A.M.–5:00 P.M. _____ SAA Workshop: Grant Proposal Writing *\$

Thursday, April 29

8:00 A.M.–12:00 P.M. _____ MAC Council Meeting
 8:00 A.M.–12:00 P.M. _____ Workshop: Tools, Methods, and Strategies for Running Effective Meetings *\$
 9:00 A.M.–11:00 A.M. _____ Tour: Harley-Davidson Motor Company Corporate Archives *\$
 9:15 A.M.–11:15 A.M. _____ Tour: Milwaukee Public Library *\$
 10:00 A.M.–11:45 A.M. _____ Tour: Marquette University John P. Raynor, S.J., Library *\$
 1:30 P.M.–3:00 P.M. _____ Plenary Session: The Making of Milwaukee
 3:00 P.M.–3:30 P.M. _____ Break
 3:30 P.M.–5:00 P.M. _____ Navigating Ambiguous Waters: Providing Access to Student Records in the University Archives
 3:30 P.M.–5:00 P.M. _____ Public Interest versus Private Gain: Public Records Past and Present
 3:30 P.M.–5:00 P.M. _____ Struggles and Successes: Implementing Encoded Archival Description (EAD)
 3:30 P.M.–5:30 P.M. _____ Tour: Harley-Davidson Motor Company Corporate Archives *\$
 3:45 P.M.–5:45 P.M. _____ Tour: Milwaukee Art Museum *\$
 6:00 P.M.–8:00 P.M. _____ MAC Reception

Friday, April 30

8:30 A.M.–10:00 A.M. _____ A Needle in a Paperstack: When Artifacts Find Their Way into Archives
 8:30 A.M.–10:00 A.M. _____ Focus on Internships: Supervising Them, Taking Them, Managing Them
 8:30 A.M.–10:00 A.M. _____ Private-Public Partnerships: Local History Collections in Corporate Collections and Corporate Collections in Public Archives
 9:30 A.M.–4:00 P.M. _____ Vendor Fair and Silent Auction
 10:00 A.M.–10:30 A.M. _____ Break
 10:15 A.M.–12:00 P.M. _____ Tour: Historic Milwaukee Incorporated Walking Tour \$
 10:30 A.M.–12:00 P.M. _____ A Piece of the “True Cross”: What to Do When Your Archives Becomes a Tourist Attraction
 10:30 A.M.–12:00 P.M. _____ What’s Up? Graduate Student Papers
 10:30 A.M.–12:00 P.M. _____ Survival of the Fittest Archivist: Dealing with Budget Woes
 12:00 P.M.–1:30 P.M. _____ MAC Awards Luncheon
 2:00 P.M.–3:30 P.M. _____ I’m Their Leader. Where Did They Go? Moving into the Future Together
 2:00 P.M.–3:30 P.M. _____ Travelin’ Archives: Cooperative Lending Networks
 2:00 P.M.–3:30 P.M. _____ Who Are You and Why Should I Care? Marketing Strategies for Archives
 3:30 P.M.–4:00 P.M. _____ Break
 4:00 P.M.–5:00 P.M. _____ MAC Business Meeting
 5:00 P.M.–6:00 P.M. _____ MAC Committee Meetings
 6:00 P.M.–8:00 P.M. _____ New Members’ Dinner
 6:00 P.M.–8:00 P.M. _____ Restaurant Tours
 6:00 P.M.–10:30 P.M. _____ Tour: Milwaukee Brewers, Miller Park \$

Saturday, May 1

8:00 A.M.–12:00 P.M. _____ MAC Workshop: Fundamentals of Reference *\$
 8:30 A.M.–10:00 A.M. _____ Managing Collaborations: Are We Succeeding or Failing?
 8:30 A.M.–10:00 A.M. _____ What’s New at NARA in Chicago?
 8:30 A.M.–10:00 A.M. _____ Digitization’s New Frontier: Sound and Motion
 10:00 A.M.–10:30 A.M. _____ Break
 10:30 A.M.–12:00 P.M. _____ Out of the Closet and into the Archives: Midwest GLBT History
 10:30 A.M.–12:00 P.M. _____ Educating Nonarchivists to Preserve Their History
 10:30 A.M.–12:00 P.M. _____ All about Oddities: Crazy, Quirky Collections and Those Who Use Them
 1:00 P.M.–3:00 P.M. _____ Tour: Miller Brewery *\$



MAC MEMBERSHIP FORM

Name _____ Phone _____

Institution _____ Fax _____

Title _____ E-mail _____

Business Address _____

City/State _____ Zip Code _____

Mailing Address (if different from above) _____

☐ New Membership

☐ Change of Address

☐ Renewal

Membership fees: \$30 Individual, \$60 Institutional. Membership year runs from January to December. Make checks payable to Midwest Archives Conference. Mail check and this form to Brenda L. Burk, Philanthropic Studies Archivist, IUPUI University Library, 755 W. Michigan Street, Indianapolis, IN 46202.

2004 Spring Meeting



T-SHIRTS

The University of Wisconsin-Milwaukee's Student Chapter of the Society of American Archivists will be selling MAC Spring Conference T-shirts. You can order your T-shirt in advance or purchase one at the conference. The shirts, white with the conference "beer bottle" logo on the front, are available in sizes S-XL. Shirts are \$10. \$1 from each shirt purchase goes to the Louisa Bowen Scholarship Fund. T-shirts ordered in advance can be picked up at the conference. For more information, write to saa@uwm.edu.

To order your T-shirt in advance, please return this order form to:

Mary Huelsbeck
University of Wisconsin-Milwaukee
Golda Meir Library
Archives
P.O. Box 604
Milwaukee, WI 53201-0604

Make checks payable to Amelia Klem.

Name _____

☐ Small

☐ Medium

☐ Large

☐ X-Large



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