

The Greater New Orleans Archivists

Newsletter

Spring

1995

Next Meeting
Wednesday, March 22
Time: 5:30 PM
University of New Orleans Archives
Earl K. Long Library
U.N.O. Campus

Spring Meeting

The University of New Orleans Archives, will host the next meeting of the GNOA Wednesday March 22 at 5:30 p.m. on the fourth floor of the Earl K. Long Library. On the agenda are reports by the Name Authority File Project Committee concerning the workshop given (see next story) and the Ad-hoc architecture committee (see *Winter Meeting*). Also on the agenda is a discussion on the repository handout and a talk by Nancy Gray on the Nunez Community College Library Archives.

Authority Records Workshop

On Friday the 17 of February the GNOA hosted a workshop on Authority Records at the University of New Orleans. Peggy Whitehouse, authorities librarian, Howard-Tilton Library, conducted the workshop which seventeen people attended. After a discussion on the definition of authority records and the need for them, participants

were shown the proper format for authority records and given instruction on how to create an authority record. The three C's of authority records according to Whitehouse are collocate information, use the most current form, and if you can not be current be consistent. It was noted that key word searches are not sufficient due to the number of false hits, items missed and the fact that it takes longer and is a more complicated search for computers. Whitehouse supported the GNOA in its efforts to create a local authority records file saying, "if we can share information it will help everybody."

Winter Meeting

The Winter Meeting for 1994 was held at the Newcomb College Center For Research On Women on Wednesday December 14. Following the opening remarks of President, Beatrice Owsley was a treasurer's report given by Robert Sherer stating the organization had \$559.15 in its account. Wayne Everard, of the New Orleans Public Library, spoke for the

Name Authority File Project Committee, which concluded based on the responses received that what the organization needed was a workshop on authority records before continuing any efforts on a name authority file. The date and place for a workshop was given. It was decided by those in attendance that the workshop would be free however participants would be asked to bring five names to go into the name authority file.

Discussion then turned to the GNOA's publication *Guide to Resources in New Orleans Repositories for the Study of Carnival in New Orleans*. There are 250 copies of the guide left. It was proposed that 100 of the guides be given to the Louisiana State Museum and the remaining copies be divide between member organizations. The question of a second publication of the guide was then raised. Sally Reeves recommended against a second printing stating this was a documentation analysis and that we should move forward and do another study on a different subject. It was suggested that architectural records might be the focus of another documentation analysis. An ad-hoc committee, Sally Reeves, Bruce Raeburn, an Gary Van Zante, was formed to discuss the possibility of a guide to architectural records in New Orleans repositories. The idea of a second publication brought up the need for just a list of all the repositories in the area.

It was agreed that a handout which listed the name, address, days and hours, phone, fax, and public transportation route of all the repositories in the area be created. Such a handout would aid in suggesting other places in the area where researchers may go. Possible funding for this flyer could come from a Kinko's grant.

Towards the end of the meeting, Sally Reeves mentioned the November LAMA meeting and the forthcoming 1996 Southern Archives Conference. Sr. Dorothy Dawes

reported on the meeting of the Archivists of Congregations of Women Religious an Gary Van Zante spoke on the holdings of the Southeastern Architectural Archives.

New LAMA Officer

Marie Windell of the University of New Orleans Archives and Manuscripts/Special Collections Department was elected Vice-President and President-Elect of the Louisiana Archives and Manuscripts Association at the meeting in November. She serves as Vice-President for the 1994-1995 term and will be President in 1995-1996.

Staff Changes Announced By Conservation Center for Art & Historic Artifacts

The Conservation Center for Art and Historic Artifacts (CCAHA) is pleased to announce that Susan K. Filter has been appointed Senior Conservator. Filter joined the Conservation Center as a conservator in 1989 and after completing a Mellon Advanced Fellowship. She received a Certificato de Conservazione from the Universita Internazionale d' Arte in Vencie, Italy, in 1986 and an M.A. in Art History from the University of Southern California in 1980.

Virgilia Rawnsley has been promoted to Director of Preservation Services at CCAHA. Rawnsley received her M.S. in Library Science from Drexel University. She joined the Center staff in 1989 as Preservation Services Officer. Rawnsley will coordinate all outreach programs for the Center including surveys, workshops, and reference services.

Ms. Anne Downey has been appointed conservator at CCAHA. A graduate of the Buffalo State College, Downey has her M.A. and Certificate of Advanced Studies in Art Conservation. Before joining CCAHA as an NEA Advanced Intern in Paper Conservation in

1993, Downey completed a paper conservation internship at the Library of Congress. All appointments were effective 1 January 1995.

Conservation Center For Art & Historic Artifacts Subsidized Conservation Survey Program

The Conservation Center For Art and Historic Artifacts (CCAHA) is seeking applicants to participate in a subsidized conservation survey program. As part of a three year grant from the National Endowment for the Humanities, CCAHA is offering subsidized overview conservation surveys for non-profit organizations, including libraries, archives, museums, educational institutions and historical organizations that have paper-based collections of long-term value to the study and understanding of the humanities.

The purpose of an overview conservation survey is to assess the needs of an institution regarding the care of their paper-based collections and to provide strategies for ensuring their long-term preservation. The Conservation Center will conduct a limited number of overview conservation surveys each year of the grant. There is a fee of \$300.00 for a survey, plus travel expenses for the surveyor. Applications will be reviewed in order of receipt. The selection process will continue throughout the year.

A survey consists of a one-day site visit by a member of the CCAHA's staff and submission of a report. An overview survey encompasses a general reviews of an institution's preservation needs with regards to environment (temperature, relative humidity, pollution and light), housekeeping, pest control, fire protection, security, disaster preparedness, storage, handling, exhibition, treatment and preservation planning. The site

visit will consist of a review of the site, an examination of the collection, and interviews with relevant staff, including those responsible for collection care, the physical plant an building maintenance, and security to identify the preservation needs of the institution. A report that provides observations and recommendations to serve as a guide in the development of a comprehensive preservation plan for the paper-based collections will be submitted to the participating institution.

To be considered for participation in the Conservation Center's Subsidized Survey Program, your institution must have a humanities collection available to the public. Preference will be given to institutions that conform to the following criteria: Institutions with collections that are either unique or of significant value to the study and understanding of the humanities and institutions that can make a commitment to developing and implementing a long-range preservation plan and that have an individual staff member or volunteer willing to assume responsibility for preservation activities.

To apply for participation in the Subsidized Survey Program please sent the Conservation Center three (3) copies of a complete application form. One copy of the following is also needed for consideration: proof of tax exempt status; most recent annual financial statement; staff list, list of board members; written policy statements and other relevant information such as brochures, survey summaries, etc. In the application narrative section you should discuss briefly: collections that highlight the educational and research significance or uniqueness of the collection; previous collection care practices; major preservation problems and concerns for the collections; and why having an overview conservation survey is appropriate at this time.

To request an application or additional

information, contact: Virgilia Rawnsley, Director of Preservation Services, Conservation Center for Art and Historic Artifacts, 264 South 23rd Street, Philadelphia, PA 19103; telephone: 215-545-0613; fax: 215-735-9313.

News From The Archives

The Historic New Orleans Collection

Currently on exhibition in the Williams Gallery is *The Last Frontier of Bohemia: Tennessee Williams in New Orleans* and on display in the mini-gallery is *Poems of Everette Maddox*. These exhibitions will be open to the public for viewing until April 8.

As early as 1910, New Orleans advertising individuals banded together to form the Ad Club of New Orleans. Coinciding with its 85th anniversary, the Historic New Orleans Collection will host an exhibition entitled *From Concept to Consumer: Selling New Orleans for 85 Years*. It will be on view from April 22 through 2 September 1995. The exhibition will portray the development of the advertising profession in New Orleans since 1910. Printed ads, film clips, photographs, and drawings showing aspects of advertising in print, radio, and television will be featured. Midday Gallery Talks given by members of the Ad Club are also planned.

Recent acquisitions of the Manuscripts Department include Villars Family Papers, 1668-1934; Dart Family Papers, 1835-1974; and microfilm records from the French Consul General to New Orleans. The film includes material from 137 containers with 14,700 folios from the Centre des Archives Diplomatiques in Nantes and encompasses the years 1817-1918.

University of New Orleans Archives and Manuscripts/ Special Collections Department

In conjunction with the first Marcus Christian Award, presented in January at the university's memorial celebration for Martin Luther King, Jr., the department secured a speaker and provided an exhibit for an informal meeting concerned with the Marcus Christian Collection, housed at U.N.O. The department lent photographs of Camp Leroy Johnson to the U. S. Army for inclusion in an exhibition.

New acquisitions include the Eads Poitevent Collection, 20 linear feet of Poitevent family papers and business records of lumbering and land holdings in Mississippi and Louisiana, 1849-1984; Fannie Taylor Baumgartner Collection, which includes material on the Community Chest, Council of Social Agencies, General Federation of Women's Clubs, Orleans Parish School Board, Women's Auxiliary to Seamen's Bethel, and the George Washington Bicentennial, 1923-1956; Zoe Shalleross Mysing Collection, two scrapbooks primarily documenting Mysing's activities as a student at Henry W. Allen Elementary School, Sophie B. Wright High School, and Newcomb College, ca. 1924-1984; and the Anna O'Donnell Simoneaux Collection consisting of five linear feet of records compiled by Simoneaux while working to control development of New Basin Canal land, the Pontchartrain Beach levee, and the location of Benjamin Franklin High School, 1898-1992 bulk 1983-1988.

Conference Series Will Explore Methods & Systems For Safeguarding Artistic/Cultural Collections & Museum, Library, Archives, & Historic Buildings

"Risk Management: New Directions for Museums, Cultural/Historic Institutions, Conservators, & Collectors" will be the subject of three separate conferences/training programs to be held in Boston, Massachusetts, in May and June 1995. Sponsored by *Technology & Conservation* and the Boston Athenaeum, each of these meetings will cover a different aspect of risk management as it pertains to the protection and preservation of artistic/historic properties. The focus of the Friday, May 5, 1995, conference will be **"Loss & Recovery of Artistic & Historic Works"**. **"Fire Safety"** will be covered during the Friday, June 2, 1995 meeting, while **"Intrusion Detection & Prevention"** will be the theme of the program that will be presented on Monday, June 19, 1995. Pre-registration is required and is on a first-come, first-served basis. The registration fee is \$250/person for the series of three conferences. The fee for attending a single conference is \$90/person. (The fee includes luncheon and a conference information package.)

These intensive meetings will provide in-depth, up-to-date information on planning and implementation approaches, advances in methods and products that can help minimize risks and or aid in recovery, and legal, insurance, and architectural aspects of protecting collections and properties. Leading authorities in cultural resource protection and recovery, in security and fire safety engineering, and in fine arts and historic properties insurance and law will be featured

lecturers. The sessions will be valuable for those who have direct stewardship responsibility for artistic and historic works and structures.

"Loss & Recovery of Artistic & Historic Works" will feature discussions of the art theft problem including sociological aspects, insurance and appraisals-procedures and practices, legal considerations, investigatory and recovery methods, and case histories. The session on fire safety will explore new detection and suppression products and systems (including water mist systems and replacements for halon), developing a fire protection plan, how modern systems can be integrated into existing facilities, the arson problem, and case histories. "Intrusion detection and Prevention" will examine methods, products, and systems for deterring intrusion, theft, and vandalism-both inside and outdoors, architectural problems/solutions for introducing contemporary security devices/systems into historic buildings as well as new cultural facilities, and insurance considerations, along with case histories. For more information contact either of the conference co-planners: Susan E. Schur, Publisher-Editor, *Technology & Conservation*, One Emerson Place, 16M, Boston, MA 02114. Telephone: 617-227-8581, or Robert Hauser, Conservator, The New Bedford Whaling Museum, 18 Johnny Cake Hill, New Bedford, MA 02740. Telephone: 508-997-0046.

Midwest Archives Conference

The annual spring meeting of the Midwest Archives Conference will be held May 4-6, 1995, at a new location, the Midland Hotel in Chicago. A reception will be held on the floor of the Chicago Mercantile Exchange.

This year's plenary session on Thursday, May 4, will feature Bonnie Schwid, a forensic document examiner, who will speak on the

topic "Record Shenanigans and Fakeries: The Adventure of Detecting Them." Archivists, historians, librarians, museum curators, manuscript curators, records managers, oral historians, and those with an interest in preservation and the use of historic materials are invited to attend the meeting.

The 1995 meeting programs addresses a wide variety of archival issues, with numerous sessions designed to help archivists understand, evaluate, and apply new technologies. Session topics include: minority recruitment, "selling" the value of various types of archival programs, three-dimensional objects in the archives, MARC, RLIN, OCLC and Gopher, deaccessioning, lobbying for archives, the legal status of e-mail as a record, preserving electronic media, professional certification, oral history, alternative forms of access, entrepreneurship in the archives, the Lincoln Legal Papers Project, and handling progress and obsolescence in microcomputer applications.

Four workshops will also be held (pre-registration required): Photographic Collection Management, Ethics, Fundamentals of Collections Development, and World-Wide Web and the Archives, are also scheduled.

Special events will include a reception on the upper trading floor of the Chicago Mercantile Exchange, restaurant tours to some of the Windy City's famed local eateries, and the legendary MAC Mixer. A number of tours will be offered to attenders, including the Newberry Library Archives, the Museum of Science and Industry Archives, the Harold Washington Library Center Collections, an Architecture River Cruise, Playboy Enterprises Art and Photograph Collections historic Beverly Hills/Morgan Park, Graceland Cemetery and the south branch area of the Chicago River, once known infamously as "Bubbly Creek." Registration fees are \$28.00 for MAC members who register by April 13,

and \$38.00 for non-members, MAC members who register after April 13, an on-site registrants. For more information and registration packets please contact: Stephen A. Carvell, MAC Local Arrangements, Kraft Foods Inc., Archives, 6350 Kirk St., Morton Grove, IL 60053; phone: 708-646-2980; fax: 708-646-7699.

Ninth Annual Archives Institute To Be Held

Planning for the 9th annual Western Archives Institute is well underway. The intensive, two-week program will be held at The Guest House at Fuller Seminary in Pasadena, California, July 30-August 11, 1995. The Institute is designed to offer an introduction to modern archival theory and practice for a variety of participants, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update an renew their archival knowledge, and those who wish to explore the possibility of an archival career.

The 1995 program will feature James O'Toole of the University of Massachusetts, Department of History, author of the SAA manual *Understanding Archives and Manuscripts*, as the principal faculty member. Joining him on the faculty will be distinguished working professionals noted for selected fields of archives education. In addition, the program will include site visits to historical records repositories in the area.

Topics will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, managing

archival programs and institutions, and several practica.

Tuition for the program is \$475.00 and includes a selection of archival publications. Housing and meal plans are available at The Guest House at Fuller Seminary for additional charges. Enrollment is limited. The application deadline is May 15, 1995. For additional information and an application form, contact Nancy Zimmelman, Administrator, Western Archives Institute, 201 N. Sunrise Ave., Roseville, CA 95661; Telephone: 916-773-3000; Fax: 916-773-8249. The Western Archives Institute is sponsored by the Society of California Archivists and the California State Archives.

Archives Opens Moody Church Files To The Public

Wheaton, Illinois--The files of Moody Church of Chicago, one of the United States' major independent Protestant churches, have been opened to researchers, announced Robert Shuster, director of the Archives of the Billy Graham Center at Wheaton College.

"The Moody records are a treasure house for anyone studying modern American religious history," Shuster said. "Not only do they tell in depth the story of the worship and spiritual life of a large and significant congregation over many decades. They also contain correspondence, reports, photos, and other records about American home and foreign missions, the development of Sunday schools, and documents by or about people like R. A. Torrey Sr., A. C. Dixon, James Gray, Paul Rader, William Bell Riley, Gypsy Smith, Charles Blanchard and V. Raymond Edman, W. Cameron Townsend, and other leaders of American Fundamentalism and Evangelicalism."

The records were given to the Archives by Moody Church in 1986. They have now been

processed by the Archives staff and, as of December 1 1994, are officially open to the public. The collection includes sixty-five boxes of files, as well as hundreds of photographs and glass slides. The earliest documents date from 1872, just a few years after the church's founding in 1864, and the most recent ones are from the 1980s, although most of the material in the collection is from a period roughly 1915-1950. People desiring more information about the collection should contact the Archives at 708-752-5910 or through e-mail at bgcarc@david.wheaton.edu.

The Archives of the Billy Graham Center collects material on nondenominational North American Protestant efforts to spread the Christian Gospel. The Billy Graham Center is on the campus of Wheaton College in Wheaton, Illinois.

GNOA Dues

We would like to thank the following members for paying their 1995 dues: Sr. Breaux, Art Carpenter, Sr. Dawes, Wayne Everard, Catherine & Fred Kahn, Sr. Meyers, Ray Nussbaum, Greg Osborn, Bruce Raeburn, Bill & Sally Reeves, Rob Sherer, Susan Tucker, Irene Wainwright, and Marie Windell.

The Greater New Orleans Archivists Newsletter

Please send submissions to Carol Bartels, care of The Historic New Orleans Collection, 533 Royal Street, New Orleans, Louisiana 70130-3179. Fax number: 504-522-5108.

Greater New Orleans Archivists Officers

Beatrice Rodriguez Owsley, President
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