

# The Greater New Orleans Archivists

## *Newsletter*

Autumn

1994

Next Meeting  
Wednesday, September 21  
Time: 5:30 PM  
The Historic New Orleans Collection  
533 Royal Street

### **Spring 1994 Meeting**

The Spring meeting was hosted by the Rare Books and Manuscripts Department of Tulane University and took place on March ninth at 5:30 in the evening on the fourth floor of the Howard-Tilton Memorial Library. GNOA President, Beatrice Owsley, gave the opening address in which she thanked past President, Sally Reeves for all her hard work. Following the opening remarks Andrew Simons gave his final Treasurer's report, \$599 in our account. Simons then informed us of his new job in London as the Curator of Jazz with the National Sound Archive, a division of the British Library. An election for a new Treasurer was held. Robert G. Sherer, University Archivist, Tulane University, was elected Treasurer by acclamation. The main discussion of the meeting focused on the name authority file project.

The name authority file project committee

(Charles Nolan, Bill Meneray, Wayne Everard, and Irene Wainwright) presented their ideas for the project. The idea was that the membership would submit names using the form provided by the committee, names submitted would then be published in the newsletter and voted on at the next meeting. For the first year entries would be limited to personal names. A discussion was held on the authority form recommendation sheet created by the committee and a vote was taken as to whether or not the membership wanted to do this as a pilot project. The motion to do the pilot authority file passed.

The meeting closed with members providing information on upcoming meetings. Dr. Nolan mentioned the Association of Records Managers and Administrators (ARMA) meetings and said those wanting their names placed on the ARMA mailing list should call the Archdiocesan Archives. Lee Miller talked about the Society of Southwest Archivists Meeting and the new SSA Mentor Program.

Sally Reeves informed members of the Southern Archives Conference, the Spring Louisiana Archives and Manuscripts Association (LAMA) Meeting and the French Colonial Historical Society meeting being held in Ohio.

As a back up to our March meeting a letter by Beatrice Owsley pertaining to the name authority project was mailed to members in June along with the authority form recommendation sheet. A copy of that letter and form are enclosed in this newsletter. We ask that you please take the time to fill in a form and bring it to the meeting on Wednesday September 21.

### **President Signs Bill To Continue NHPRC Grant Program**

It is now official: the National Historical Publications and Records Commission (NHPRC) will continue to have grant-making authority through at least fiscal year 1997. By his signature, President Clinton has turned H.R. 2139, approved by both houses of the Congress, into Public Law 103-262, which authorizes the NHPRC to continue receiving annual, Congressional appropriations from which to make grants.

The NHPRC is a federal agency that makes grants nationwide for the preservation and publication of records and other source materials that document American history. Publications that the NHPRC supports range from an edition of the papers of Benjamin Franklin to an edition of the papers of Martin Luther King, Jr. NHPRC preservation grants help state and local governments, historical societies, universities, and other non-profit organizations preserve and provide archival access to collections of historical records of many kinds. NHPRC grants also help archivists and documentary editors improve their training and techniques.

NHPRC's appropriation from the Congress for grant making in the current, 1994 fiscal year is \$5.25 million. The new legislation authorizes NHPRC to receive Congressional appropriations of up to \$7 million for fiscal year 1995, \$8 million for fiscal year 1996, and \$10 million for fiscal year 1997. The NHPRC would need new authorizing legislation to continue receiving grant appropriations thereafter.

### **The National Union Catalog of Manuscript Collections**

The National Union Catalog of Manuscript Collections (NUCMC), a free-of-charge cooperative cataloging program operated by the Library of Congress, is actively seeking to identify archives and manuscript repositories located in the United States and its territories which are open to the public and which lack the capability to catalog their collections in a national-level database such as RLIN or OCLC. On the basis of data supplied by such institutions to the NUCMC program, NUCMC catalogers create RLIN bibliographic records describing collections held by participants and establish pertinent name and subject authority headings. The NUCMC tapes are subsequently purchased and loaded by OCLC. Descriptions and locations of the material are then available to researchers on RLIN and OCLC throughout the United States and around the world.

For more information on the program, contact NUCMC Team, Special Materials Cataloging Division, Library of Congress, Washington, D.C. 20540-4375 (telephone: 202-707-7954; fax 202-707-6269 or Internet: [nucmc@mail.loc.gov](mailto:nucmc@mail.loc.gov)).

## **The National Archives Begins Publication of "The Trans-Mississippi West"**

The National Archives announces publication of the first volume of a new multi-volume guide to the records, *The Trans-Mississippi West, 1804-1912: A Guide to Federal Records for the Territorial Period*, compiled by staff archivist Robert M. Kvasnicka. The initial volume of the guide identifies and describes records of the Department of State in the National Archives that are associated with the American West.

*Part I: A Guide to Records of the Department of State for the Territorial Period* describes the Territorial papers maintained by the State Department, records relating to Presidential appointments and pardons, and correspondence with departmental officials at various posts in Mexico, Canada, and the Republic of Texas. The guide also covers records of commissions responsible for establishing the international boundaries of the United States and the settlement of claims involving the Republic of Texas, Great Britain and Mexico, as well as records concerning government exhibits at various international expositions held in the Western United States.

Publication of this initial volume will alert readers to the research potential of these records and assist in their location, whether in the Washington, D.C., area or in microfilm form in the regional archives. Two more volumes of the guide are now being prepared for publication. Part II, covering the records of the Department of Justice for the territorial period, is scheduled to appear this year. Part III, on the records of the Department of Agriculture, should be available by mid-1995. Additional volumes will be issued periodically thereafter.

*The Trans-Mississippi West 1804-1912.  
Part I: A guide to Records of the Department*

*of State for the Territorial Period* is available in softcover for \$8.00 (plus \$3.00 shipping and handling) from the National Archives Trust Fund, P.O. Box 100793, Atlanta, Ga. 30384. For a catalog of other National Archives publications call 301-763-1891.

## **News From The Archives**

### ***The Historic New Orleans Collection***

A national touring exhibition focusing on the development of six of America's finest avenues during the 19th and early 20th centuries, will be on view at The Historic New Orleans Collection from September 13 through December 10, 1994. "The Grand American Avenue: 1850-1920" was organized by the Octagon Museum of the American Architectural Foundation, where it was supported by a major grant from the Lila Wallace-Reader's Digest Fund. The exhibition features Euclid Avenue in Cleveland, Fifth Avenue in New York City, Massachusetts Avenue in Washington, D.C., Prairie Avenue in Chicago, Wilshire Boulevard in Los Angeles, and St. Charles Avenue in New Orleans. Approximately 200 objects will document the impact of the grand avenues, their patrons, and their architects on American urban, architectural, and social history. The Collection will have Midday Gallery Talks on Wednesdays at 12:30 p.m. October 19-November 23 exploring a different avenue each week. On 16 November Mary Alice Molloy, Architectural Historian, will present a lecture titled, "The Most Expensive Street West of Fifth Avenue: A Social And Architectural History of Prairie Avenue, Chicago" at 7:30 p.m. in the Royal Orleans Hotel Ballroom.

Recent acquisitions of the Manuscripts Department include Papers of the Dufour-Woolfley Families, Papers of 19th century

playwright and educator George W. Harby, and Records of the New Orleans Institute For the Performing Arts.

### ***New Orleans Public Library, Louisiana Division***

The City Archives Collection has received the records of several out-going members of New Orleans municipal government: Mayor Sidney J. Barthelemy (56 ft. + 17 ft. of mementos and several boxes of video recordings); Councilman-At-Large Joseph I. Giarrusso (77 ft. + scrapbooks from 1978-1994); Councilwoman-At-Large Dorothy Mae Taylor (.5 ft.) ; Councilwoman Jacquelyn Clarkson (14 ft.); and Chief Administrative Officer Leonard Simmons ( 9 ft.). Original reports (56 vols.) generated by the Morial Transition Office for in-coming Mayor Marc Morial were also received. These reports are currently being filmed as part of Greenwood Press's Urban Documents Program.

On display on the Central Library's third floor is the exhibit "Our Fair on the River: The Louisiana World Exposition Ten Years Later." The exhibit includes documents, photographs and artifacts from the City Archives Collection and other Louisiana Division collections, as well as mementos donated or loaned by Library staff and patrons, which commemorate New Orleans' 1984 world's fair, focusing on the fair's successes and failures and on the residual benefits left to the city at the fair's end. The show will be on display through mid-November.

The New Orleans Public Library has received a grant from the Louisiana Endowment for the Humanities to mount a major exhibit on the Civil Rights struggle in New Orleans and to fund other programming during Black History Month, 1995. The exhibit will draw on materials from the City Archives Collection and other Louisiana Division special collections.

### ***Newcomb College Center For Research On Women***

On October 26, the Newcomb College Center for Research on Women will sponsor a symposium celebrating the 20th anniversary of the passage of the Equal Credit Opportunity Act. The symposium will focus on the political process and economic realities of gaining access to credit and will feature: The Honorable Lindy Boggs, who was instrumental in moving the bill through the House of Representatives; Emily Card, a Los Angeles attorney and author of the *Ms. Money Book*; and Barbara Blum, president and CEO of the Abigail Adams National Bankcorp in Washington, D.C. For further information please call the Center at 504-865-5238.

### ***Nunez Community College Library Archives***

The Nunez Community College Library Archives announces the opening for research of the Frank Fernandez Collection. A reception for the opening of this collection is being given by the Nunez Community College Friends of the Library and the Nunez Community College Library Archives on Wednesday September 21 at 7:00 p.m. in the library.

### ***Touro Infirmary Archives***

The archives is lending medical artifacts to the State Museum for its show with the L.S.U. Medical Center Foundation entitled "A Hundred Years of Healing." The exhibition opens November sixth in the State Museum's Arsenal.

***University of New Orleans,  
Archives and Manuscripts/  
Special Collections Department***

A grant of \$500 was donated to the department by Fannie Jonassen, in memory of her mother, local civic leader, Fannie Taylor Baumgartner. The Department houses a collection (Ac. No. 257) on Ms. Baumgartner's activities from the 1920's to 1956. This summer the department participated in the World of Work Academy, a mentorship project for middle school students conducted by the Orleans Parish School Board as a summer project.

Recent acquisitions to the Orleans Parish School Board Collection (Ac. No. 147) include agenda of board meetings, 1965 to 1980; board correspondence 1960 to 1980; and legal cases handled for OPSB by the firm of Polack, Rosenberg, Rittenberg & Endom, 1970-1980.

An intern from the Modern Foreign Languages Department at UNO will be working in the department during the Fall Semester. The intern will transcribe oral history interviews conducted by the department with the local Hispanic community.

The department has been using the Metro Ultrasonic Film Splicer for editing microfilm and recommends it highly. It requires no tape, emulsion scraping, or cement; it fuses polyester to polyester, with a weld of nearly single film thickness. It can be used in daylight or darkroom. Short ends can be spliced. A supplementary light source is required to illuminate the base for welding.

***William Ransom Hogan Jazz Archive***

Currently on display is the exhibition, "Brass Bands at Mid-Century; Photographs by Alden Ashforth, 1950-52." The archive recently received a donation of 83

photographs of brass bands which includes Eureka, Henry Allen, Silver Leaf, and the Young Tuxedo Brass Band. Another recent acquisition consists of 2,780 pieces of vintage sheet music from 1900 through the 1920's of Henry Alcus. Alcus was one of the founders of the National Jazz Foundation and the New Orleans Jazz Club.

**Religious Community Archivists**

The Religious Community Archivists of Greater New Orleans will meet Monday October 3 from 10:00-12:00 noon at the Academy of Sacred Heart, 4521 St. Charles Avenue.

**Southern Jewish Historical Society**

New Orleans has been selected by the Southern Jewish Historical Society as the site for its annual meeting in October of 1995. Catherine Kahn and Rabbi Edward P. Cohn of Temple Sinai are the Chair and Co-Chair respectively of the Host Committee. Suggestions for exhibition and tours will be sought from all of the GNOA group. Please contact Cathy Kahn at the Touró Infirmary Archives with your suggestions, phone 504-897-8090.

**Records of  
World Evangelical Fellowship  
Added to  
Billy Graham Center Archives'  
Growing Collection**

The records of the World Evangelical Fellowship (WEF) are now open to researchers. The collection documents not only the development and activities of WEF since its founding in 1961, but also has many reports and documents about the activities of Protestant Evangelicals in most regions of the

world.

The WEF was created to foster fellowship, cooperation, and communication between Evangelical national and regional associations. The collection is a combination of gifts of records that have been given to the Archives by various WEF offices and former officers over the last eleven years. It includes 103 boxes of documents, 28 audio tapes of speeches, seminars and General Assembly meetings, and over 100 photographs of Evangelical activities in different parts of the world. The bulk of the documents are from the years between 1948 and 1986. Except for records less than ten years old, which form only a small portion of the whole, the entire collection is available for use. For more information about the collection, contact the Reference Archivist at the Billy Graham Center Archives, Wheaton College, Wheaton, Il., 60187, phone 708-752-5910 or contact via the e-mail address: [bgcarc@david.wheaton.edu](mailto:bgcarc@david.wheaton.edu).

### **Pest, Insect, and Fungus Management Conference**

On October 22-23 Technology & Conservation along with Harvard University-Environmental Health & Safety Department is sponsoring, **Pest, Insect, and Fungus Management: Nontoxic Fumigation and Alternative Control Techniques for Preserving Cultural Historic Properties and Collections.** An intensive two-day conference with more than twenty museum conservators, conservation scientists, pest control specialists, and industry researchers speaking on integrated pest management; insect monitoring and identification; oxygenless, inert gas and freeze-low temperature fumigation; biological, trap, and repellent techniques; rodent control strategies; fungus monitoring and disaster site controls; building,

storage, and exhibit HVAC environmental controls and duct air quality filtering and cleaning systems; and federal and state chemical health and safety regulations. For further information contact Susan E. Schur, Technology & Conservation, One Emerson Place - 16M, Boston, Ma. 02114; phone 617-227-8581; or Robert Hauser, New Bedford Whaling Museum, 508-997-0046; fax: 508-997-0018.

### **Society of American Archivists Sponsored Workshops**

**Oral History in the Archives**, a one-day course will provide a fundamental overview of oral history and its integration into archives and manuscript collections. Participants will receive instruction on researching, framing and conducting oral history interviews; dealing with narrators; transcription; record keeping; ethics and legal issues pertaining to oral history; project publicity; taping equipment and tape storage. The workshop will be held October 21 in Gainesville, Florida.

**Business Archives: the Basics and Beyond**, this course offers an overview of the fundamentals involved in managing a business archives. Instructors will address the interrelationships between archives, corporate libraries, records management, and information centers. Participants will also learn ways to get management support for the establishment of an archival program. The workshop takes place in Berkeley, California November 3-5.

**Archives, Personal Papers, and Manuscripts**, the two day workshop is designed for archivists and librarians who are responsible for the cataloging of archives and manuscripts. The publication *Archives*,

*Personal Papers, and Manuscripts* by Steven L. Hensen will serve as a basis for instruction. Topics to be covered are archival titles and dates; physical description and statement of extent; archival cataloging notes in general; bibliographic components and record types; determining the source of information; choice of headings and other access points; and archival cataloging in general. This workshop will be held in Atlanta, Georgia, November 7-8.

**Understanding the USMARC Format for Archival and Manuscripts Control**, through lectures and exercises, participants learn how to "tag" information fields in each cataloging record, so that the material can be "read" and exchanged between automated systems. The instructors will present all major fields. The workshop will be held in Atlanta, Georgia November 9-10.

For further information on any of these workshops contact the Society of American Archivists, 600 South Federal, Suite 504, Chicago, Illinois 60605, phone 312-922-0140, fax 312-347-1452.

### **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  
Carol O. Bartels, Secretary  
Robert G. Sherer, Treasurer

**Next**

**GNOA Meeting**

**Is**

**Wednesday**

**21 of September**

**Historic New Orleans Collection**

**533 Royal Street**

**Time: 5:30 p.m.**

GREATER NEW ORLEANS ARCHIVISTS ASSOCIATION

Beatrice Owsley, President  
Carol Bartels, Secretary  
Robert Sherer, Treasurer

June 3, 1994

Dear Colleague:

At our Spring meeting held on March 9th, the membership agreed to work toward the creation of a name authority file on individuals associated with Louisiana History. The file would contain a grouping of authorized forms for individuals whose names have appeared in the past either with varied spelling or as pseudonyms. (An example of such variety in Church History would be printed references to Pope John XXIII as Angelo Giusseppe or as Santo Padre Giovanni XXIII.) These names would be submitted by the membership together with the rationale for using a particular form. At our Fall meeting, which will be held in September, copies of the submitted authority work will be distributed to the membership.

Kindly list each submission on a separate copy of the enclosed form. As you will see there are four headings on the form. Under "100" enter the form of the name that you have chosen as the proper form for the authority file along with the individual's dates of birth and death. An example would be: Claiborne, William C.C. (William Charles Cole), 1775-1817.

Under "400" list "see references" which include other non-standard forms of the name that a user may employ in searching information on a particular individual. An example would be: Claiborne, William Charles Cole, 1775-1817.

Under "500" list "see also" references which include other authority forms that are related to the name of the individual. An example would be: Louisiana. Governor (1804-1816: Claiborne.)

Under "Please, indicate...heading." list a explanation of your reason or reasons for selecting a particular authority form. This section will help the Name Authority File Committee in its consideration of your recommendation. An example would be: Letters to Mayor and Conseil de Ville of New Orleans, 1804-1814, signed William C.C. Claiborne.

Please send the information along with your name and the name of your institution to Wayne Everard, either by mail or Fax, at the address listed on the bottom of the form. Your participation in the program will allow the Greater New Orleans Association to embark on an authority file program which will prove to be a valuable tool for researchers interested in Louisiana History.

Cordially,

*Beatrice Rodriguez Owsley*  
Beatrice Rodriguez Owsley

GREATER NEW ORLEANS ARCHIVISTS  
NAME AUTHORITY FILE PROJECT

Authority Form Recommendation Sheet

Use this form to submit fully formulated personal name authority records to the NAF Committee. Committee members will review recommendations and consult with submitters when necessary. The Committee will meet to finalize authority records, which will be printed in the GNOA newsletter.

Please make recommendations as complete as possible, using the following standards as guidelines:

- Anglo-American cataloguing rules, 2nd edition (AACR2).*
- Archives, personal papers, and manuscripts.*
- USMARC authority format.*

100	---	_____
400	---	_____
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PLEASE, indicate in the space below your reasons for choosing the authority heading. This will help the committee in its review process.

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Submitted by: _____
Name _____
Institution _____
Phone _____
Date _____

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