

THE ICA-SUV NEWSLETTER

No. 3 / Oct. 2011

+ IN THE LIMELIGHT – Archives Bibliography at Marburg, Germany

page 3



The Symbolic Globe, see note below



New reading room, Provincial Archives of
Alberta, SUV tour, Edmonton 2011
(Notice the desk benches for patron boxes!)

+ FRENCH UNIVERSITY ARCHIVES

page 5

Content

- p. 1 ICA-SUV NEWSLETTER
- p. 2 DIGITAL GALORE
- P. 3 ASSISTANCE
- P. 4 INTELLECTUAL PROPERTY
- P. 4 CLIMATE CHANGE
- P. 4 SUV PROJECTS
- P. 5 INTERNATIONAL ARCHIVIST EXCHANGE PROGRAM
- P. 5 FRENCH UNIVERSITY ARCHIVES
- P. 6 HOW TO LOCATE/ CONTACT MEMBERS
- P. 6 JOINING SUV + FEES
- P. 7 SUV'S ANNUAL CONFERENCE 2010
- P. 8 ARCHIVAL CODES OF ETHICS

+ A SYMBOLIC GLOBE

Perhaps for the first time in human history, people from across the globe (participating in the *Summit on Social Development*) put up this 15 meter globe in Copenhagen in 1995. Erik Reitzel is the engineer of the globe now standing on the piazza of UNESCO at Paris.

With Reitzel's kind permission, ICA-SUV is using the globe as our newsletter icon symbolizing SUV's efforts of trying to create an interconnected and communicating archival community.

+ THE ICA-SUV NEWSLETTER ...

Welcome to the third issue of the new ICA-SUV Newsletter, published by ICA's section on university and research archives.

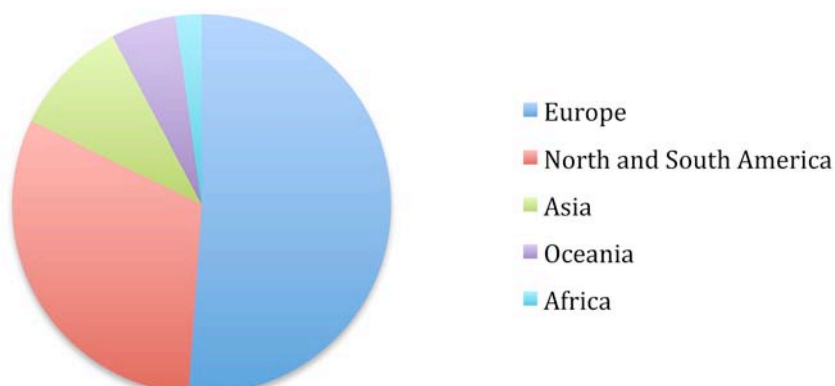
In this issue three French university archivists summarize relatively recent changes in French universities and their impacts on university archives. *Digital Galore* summarizes open archival management softwares, and we ask for your input on whether we should help organize an *International Archivist Exchange Program*.

The excellent *German bibliography at Marburg, Germany*, allows for English

and German searches in archival literature from Europe and North America, while David Sutton writes about the recent formation of the *ICA Working Group on Intellectual Property*. *SUV Board and Section News* are complemented by news about *SUV Annual Conferences*, and our membership pie charts shows a further increase in SUV membership.

Responding to requests, our *Assistance* column lists resources for small and beginning archives, and you can read about *Climate Change* and ICA's OKE platform. The newsletter will be available online by mid November.

ICA-SUV Membership by continent, T=180



(as of October 10, 2011. ICA website)

+ DIGITAL GALORE – Archival Management Systems

It is surprising that we archivists are still struggling to either have a collection management database or to have one that actually does what we need it to do. While commercial products exist, good ones can be very expensive and many of those still do not reflect our management needs. This brief article will introduce three open-source softwares developed by ICA and by archivists in the United States.

ICA released its description software called ICA-AtoM (<http://ica-atom.org/>) in fall of 2010. AtoM, the acronym standing for 'Access to

Memory,' is a web-based archival description software based on ICA standards. It is a free, open-source software released under the GPL v. 2 license. It is multi-lingual, supports multi-repository collections as well as various archives traditions, and was developed with the financial support of three Canadian archives, several European archives, the United Arab Emirates Center for Documentation and Research, UNESCO, and the World Bank Library and Archives of Development. To learn more about ICA-AtoM,

(continued p. 9)

THE ICA-SUV NEWSLETTER

ICA-SUV is International Congress of Archives, section on University and Research Institution Archives. It promotes professional and scholarly co-operation and communication between our institutions; gathers, disseminates and exchanges information regarding such archives; and assists in developing and strengthening these through conferences, publications, and communication.

The ICA-SUV Newsletter informs its members about SUV efforts and programs, offers a forum to exchange information and share projects and resources, and thereby also hopes to encourage others to join.

Contact Address

Acting Editor

Susanne Belovari
susanne.belovari@tufts.edu
 Digital Collections and Archives
 Tufts University, Medford, USA

Acting Editorial Board

Susanne Belovari (USA, Austria)
 Michael Bolik (Scotland): web-editor
 Lucia Maria Velloso de Oliveira (Brazil): events editor

Image Credits

All images are from SUV board members.



+ ASSISTANCE

... a place to find resources, grant opportunities, assistance programs, etc.

As requested, here are some online resources regarding basic archival practices, tools for small or beginning archives, or those who are trying to set up an archives. Examples from other countries will follow.

- ICA has a practical guide for NGOs about the value of records management and preservation at <http://www.wien2004.ica.org/en/node/30140> also available in print and in several languages
- the US Library of Congress hosts a site which includes standards and best practices at <http://www.loc.gov/library/>
- the Society of American Archivists annotates archives related resources at <http://www2.archivists.org/initiatives/mayday-saving-our-archives/annotated-resources>
- the archives of Northeastern University offers 4 online brochures of working with African American, Gay and Lesbian, Chinese American and Latino communities to document their histories. The brochures could be a good starting point for similar projects elsewhere, at http://www.library.neu.edu/archives/collections/documenting_diversity/
- and, of course, ICA has a resource center at <http://www.ica.org/9540/online-resources-center/online-resources-center.html> (restricted to members except for the index pages)

+ IN THE LIMELIGHT

... highlighting interesting archival literature and online sites.

Archives Bibliography at Marburg, Germany

Search for archival literature from select European countries, Canada and the U.S. at:

<http://www.archivschule.de/service/bibliographien/archives-bibliography-from-1998-on.html>

After the State Archives of Bavaria had produced the bibliography for over twenty years, the *Archives School of Marburg* began their online bibliography in 1998. The online database allows for index, extended as well as systematic searches in German and English. It gives researchers, archives students, and archivists access to the professional literature from many countries and from different archival and legislative contexts in Central, North, and

Western Europe as well as the North American continent. The search results indicate how vibrant, diverse, and extensive the archives literature is in those countries – a literature that might be unknown to many of us.

The Marburg Archives School is Germany's central archival educational institution and also offers continuing education courses for archivists.



+ ICA WORKING GROUP ON INTELLECTUAL PROPERTY

by David Sutton, Chair

After years of preparation, ICA has its own *Working Group on Intellectual Property*. ICA Section Chairs with leadership from SLA (the Section for Literary Archives) and SUV initiated the group. The group was finalized in Oslo in September 2010. Some simple terms of reference were drawn up:

- To develop a position statement on copyright for ICA, which reflects an appropriate balance between the interests of creators, custodians, and users.
- To monitor developments in national, regional and international laws and regulations which could have an impact on copyright in archive institutions; to seek to influence these developments so that an appropriate balance is maintained; and to ensure that the special nature and importance of archival copyright is recognised.
- To work in partnership with IFLA and other organisations so as to influence the agenda of the World Intellectual Property Organisation (WIPO), the European Union and other bodies which shape copyright regulation across national borders.

Members of the working group include chairs of several sections, notably SUV and SLA. The existence of the working group has enabled ICA to be represented at meetings of WIPO (Nov. 2010 and 2011), bringing a distinctive archival perspective to those discussions. A paper on *'Current Issues in Copyright for Archivists'* was prepared and is available for comment in the ICA members' section website; and the group is working on an ICA position statement on intellectual property. This is pleasing progress in the working group's first year.



Margaret Law and Bryn Corbett, SUV Edmonton 2011

ARCHIVES ACROSS THE GLOBE - *CLIMATE CHANGE*

When archivists (!) could no longer persuade their rulers to construct climate-controlled, secure triangular structures (pyramids) to house archival artifacts in Egypt, archivists in neighboring regions reverted back on a stone-age-old tradition of storing records and artifacts in caves (e.g. the *Caves of the Hundred Mammoths* among many others). To preserve the so-called *Dead Sea Scrolls*, the Qumran caves provided rather convincing climate-and-light control, a good preservation environment given the nearby salty Dead Sea, as well as fairly good security. Both pyramids and caves preserved materials for thousands of years.

While convenience and safety might explain the popularity of storing materials in caves and mines during the 20th century – e.g. US businesses rent out abandoned limestone mines, the Church of Jesus Christ of Latter-Day Saints store genealogical material in tunnels of Granite Mountain, and National Socialists stored looted art and records in mines and caves -- questions of resources, environmental factors, and climate changes might make such earlier solutions and other resource-savvy practices more relevant than ever.

Here, ICA's new *OKE Platform* (Open Knowledge Exchanges), <http://oke.ica.org/>, can be a good place to share ideas, concerns, and alternatives. Archivists from traditionally resource-poor countries might have particular useful insights and inputs having faced related issues for a long time. Climate and environmental changes can and might influence archival infrastructures, storage options, preservation processes, materials, archival practices, as well as collection policies in order to document climate changes and climate change movements.

Climate Change is the first topic of discussion at OKE!

+ SUV PROJECTS

SUV Newsletter Editorial Board and Editor Guidelines

The acting editorial board of the SUV newsletter has prepared a draft for such guidelines based on the Midwest Archives Conference guidelines. The draft is currently being proofread, revised, and will be presented to the SUV board for consideration and vote by 2012.

Revision of SUV Conference Planning Procedures

Based on recent revisions of *Submission Guidelines* and *Annual Conference Review Committee Guidelines*, a committee is revising the overall conference planning procedures. A draft will be ready for consideration and vote by 2012.

Appraisal and Disposition of Student Records

Funded by PCOM, a group of SUV members is creating (1) a survey re student records (Nov./Dec. 2011) and (2) guidelines for appraising them (draft March 2012). Gatis Karlson presented aims, objectives, and interim progress of project in Edmonton. Final results will be presented at the

+ PAST, PRESENT, FUTURE

... An International Archivist Exchange or Work Abroad Program?

Unless archivists have tenure and can take a university sabbatical, most SUV archivists cannot go abroad for any extended period of time to learn from their international colleagues, their policies, and practices. Given two recent inquiries, isn't it time to set up an international exchange work program for archivists?

SUV seems to be the ideal ICA section to help foster such a program given that most of our members work for educational institutions familiar with and willing to support international exchanges for their other staff. An exchange program would reflect our section's interests and goals, i.e. to foster international communication, learning, awareness of each other's practices and contexts, as well as international collaboration, and such a program might kick-start many good individual projects between collaborating institutions.

Please let the editor of this SUV newsletter know about the following (Susanne.belovari@tufts.edu):

- Is there an interest to have such a program by SUV members and other archivists?
- Are institutions willing/able to host international colleagues?
- Any particular features of such an exchange/hosting program you would like to see?

There are at least two ways of organizing an exchange and perhaps both could be offered:

- Option 1: a direct exchange, i.e. swapping archivists from two institutions. This would be easy to organize, as each archivist will continue to earn her/his respective wage.
- Option 2: hosting a visiting archivist. This might be an easier option for some institutions, because they would not 'lose' their own archivist for any extended period of time. But this option could be more difficult as the visiting archivist would have to get financial support from her/his home institution while working abroad. In a sense, that would be their challenge to solve.

Of course our section can not *organize* such a program but we could help elaborate policies and features, and provide a web site, our newsletter and our listserve for institutions to list exchange/hosting possibilities. Please let me know what you think? (Susanne Belovari)

+ FRENCH UNIVERSITY ARCHIVES

VALUING ARCHIVES AND ARCHIVISTS IN FRENCH UNIVERSITIES – TIMES OF CHANGE

by *Charlotte Maday, Isabelle Gallois, Damien Hamard, and Goulven Brech*

An interesting presentation at the SUV conference in Edmonton summarized the recent history of French university archives about which most of us knew very little. Charlotte Maday, presenting for her two other colleagues, and the SUV board will meet during the next board meeting in Paris in spring to see how we can collaborate with our French colleagues more closely in the future. In what follows, you can

read their summary of their talk with a link to the complete paper.

French Universities and their Archives

While French universities were founded in the middle ages, the present-day French universities have only been created between 1968 and 1974 replacing the former system of faculties. Even over the last 40 years, however, most

institutions did not have an archives service and thus do not have the institutional records to document their own recent history, having lost institutional short-term memory. University deans and presidents were also not interested to support and develop in-depth strategies to collect the scientific, educational and administrative records and manuscript collections.

(continued p. 6)

('French ...' cont. from p. 5)

The position as university archivists is even younger: positions were established between 2002 to 2011 because universities needed help in records management or answers to legal questions. Currently, only 25 out of 80 universities have an archivist. For the most part, university archivists collect and process institutional records. However, they have [tense] managed to foray beyond a strict interpretation of their mission to begin collection research papers and to extend training and reference services to employees and outside patrons.

Strengthening Identities - Sharing a Mutual History

Based on their experience processing institutional records, archivists have developed training materials for university staff to manage and assess institutional records at their work place. Thanks to existing collaborative networks such as AUORE (Archives in



Charlotte Maday, Edmonton 2011

universities, academies, research organizations and student associations), archivists have been able to efficiently collaborate, share, and exchange their experiences, materials and practices nation-wide. collecting institutional records, French university archivists are now turning to such issues as appraisal, research and reference and helping their institutions to develop historically unique identities based on their archival holdings. Given changes in federal legislation regarding French universities, institutions are changing radically

and quickly, and new means for appraising and collecting institutional heritage sources are opening up. As new venues and resources are still in the process of being developed, archivists are still working to understand their implications, how to take advantage of them, and how to reconcile the interest of their home institutions with those of academic and student communities.

Additional Resources for France

If you want to read the complete talk please go to

<http://www.library.illinois.edu/ica-suv/newsletter/maday.htm>

French university archivists have created a newsletter, available at <http://univactus.wordpress.com/>, which reports on changes in higher education and research effecting archives. And Helene Gay, University of Montpellier, describes challenges faced by university archives collecting humanities/social sciences records at <http://www.imageson.org/document1067.html>.

+ HOW TO LOCATE / CONTACT SUV MEMBERS

- **SUV LISTSERV:** if you want to post a message to all SUV members who have e-mail access, please use suv-members@jiscmail.ac.uk
- **MEMBER ADDRESSES:** if you want to contact an individual member or SUV members in general (including those without e-mail), use the list of members available at the ICA website, linked from SUV's website <http://www.library.illinois.edu/ica-suv/officers.php>

+ JOINING SUV + MEMBERSHIP FEES

SUV's website, <http://www.library.illinois.edu/ica-suv/>, explains how to 'join' ICA-SUV and ICA.

A comment regarding the cost of joining ICA and then specifying ICA-SUV as one's section is here in place. While membership fees for institutional members (category C) are assessed by a key, individual members (category D) have two options when joining ICA/ICA-SUV.

A **full individual membership** for Euro 100.-/year gives a member all rights and ICA's publications (*Comma* and *Flash*); a **reduced individual membership** for Euro 30 or in some cases 20.-/year includes no publications.



SUV at Edmonton, Canada 2011

In July 2011, some 60 SUV members and other delegates met at the University of Alberta, Edmonton. Delegates came e.g. from France, England, Scotland, Austria, Barbados, Poland, Hong Kong, South Korea, Latvia, the United States and Canada.

Under the rubric of *Best Foot Forward: Inreach and Outreach for Archivists* speakers addressed fund raising, visibility to the public and internal communities (students, academics and administrators), and skills, aptitudes, and education needed for inreach and outreach.

The Provincial Archives of Alberta together with its *Friends* organization hosted the reception and tours at the City of Edmonton Archives, the University of Alberta's Sir Sam Steele Collection, and the McTaggart Collection of Chinese Costumes. Delegates also visited Fort Edmonton Historic Park enjoying a guided tour, a buffet, speakers and a performance of Aboriginal Canadian dancing and drumming. The closing dinner was held at the Rutherford House, a Province of Alberta Historic site.

Thanks to the sponsors for the conference, among them the University of Dundee, Scotland, Western Canadian University Archives and the University of Alberta Library, and the staff of the University of Alberta Library, especially Margaret Law, for making the conference a success.
Bryan Corbett
SUV 2011 Conference Programme Chair



SUV Conference,
Edmonton 2011

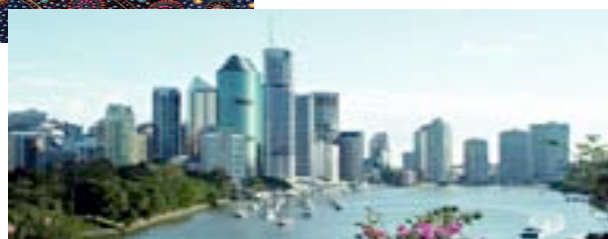
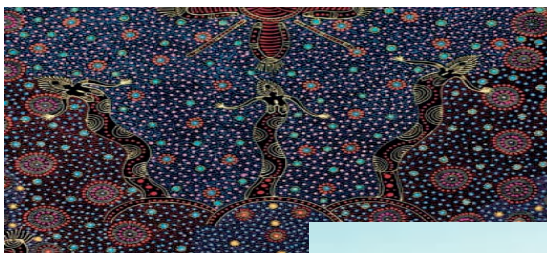


ICA Congress, Brisbane, Australia, August 20-24th, 2012

In years where there is an ICA Congress, SUV does not organize a separate annual conference. Brisbane, Australia, will be hosting next year's ICA Congress, *A Climate of Change/Les Temps Changent*, and SUV will try to organize some sessions at the congress as well as hold our *Annual General Meeting* and hopefully a SUV board meeting.

You can submit an abstract for a presentation until November 4 2011: "Take this unique opportunity to start the debate in a country at the cutting edge of the profession, by sharing your expertise, presenting your project as a model, or raise a specific issue linked with one of the three topics suggested by the scientific committee. Sustainability, trust, identity: choose one of the three and submit your proposed contribution!" For submission information, visit:

<http://www.ica.org/305/about-the-congress-2012/discover-the-themes-of-the-international-congress-2012.html>



+ SUV NEWS

(SUV Projects cont. from p. 4)

SUV RESOURCES / MEMBER BENEFITS

In addition to projects, the annual conferences, and the SUV listserv, SUV members also benefit from recent section developments that include

- a website (hosted by the University of Illinois)
- a brochure (print and downloadable versions in Chinese, English, Spanish and soon French)
- new conference paper submission guidelines
- new conference review committee guidelines
- frequent board meetings (in the last years, the board has met twice a year - an organizational challenge given that board members work on four continents)
- and, of course, the SUV newsletter both as pdf and online

Brochures, governing documents, newsletter, and SUV publications which include conference proceedings/conference photographs and bibliographies) can be downloaded from our SUV website at <http://www.library.illinois.edu/ica-suv/>



SUV Board meeting, Edmonton 2011

Online Bibliography of Archivists

In Prague 2010, the SUV board decided to develop an online biography of archivists: not knowing each other's traditions hampers the field and is a disadvantage at conferences or when reading the international literature. Julia Dziwoki and Susanne Belovari developed a prototype, a list of fields, and related policies. They are currently in correspondence with Julia Armstrong, manuscript editor, Dictionary of Canadian Biography (University of Toronto), for advice on possible web-management programs.

2012 SUV Board Elections

The nominating committee for the upcoming 2012 election consists of Patricia Methvan (chair), Anne Barrett, and Lucia Maria Velloso de Oliveira. SUV members will receive an e-mail asking for nominations for the position of secretary and other board members. Please consider running for the board or consider whom you would like to see as a candidate in the 2012 board election.

TRANSLATION VOLUNTEERS NEEDED

If you are fluent in another language and feel comfortable translating archives related texts from English into other languages, please contact SUV. We always need volunteers to translate texts, be they messages to members, web pages, SUV pamphlets, etc.

ICA's official languages are English and French, and we strive to eventually have all essential documents translated in both languages. Of course, we also want to have material, e.g. our pamphlets, available in other languages (currently the pamphlet is available in English, Chinese, and Spanish).

This is an easy way to get more involved in your section and will not take much of your time each year. Please contact the board or the newsletter editor if you want to volunteer.

+ ARCHIVAL CODES OF ETHICS

- Association of Canadian Archivists. *Code of Ethics* at <http://archivists.ca/content/code-ethics>
- Australian Society of Archivists. *Code of Ethics* at <http://www.archivists.org.au/asa-code-ethics>
- International Council on Archives. *Code of Ethics for Archivists*, at <http://www.ica.org/?lid=5555&bid=225>
- Society of American Archivists (US). *Code of Ethics*, at http://www.archivists.org/governance/handbook/app_ethics.asp
- Society of Archivists (UK). *Code of Conduct*, at <http://www.archives.org.uk/membership/code-of-conduct.html>

(Digital cont. from p. 2)

archivists can try an online demo or download the software. One can also install the software and check out the source code. See the online user manual (http://ica-atom.org/docs/index.php?title=User_manual) for a full description of all software features.

If an archives is unable to run the hardware themselves on the LAMP stack (Linux / Apache / MySQL / PHP, Perl or Python), LAMP hosting services are easily available and inexpensive. There are also for-fee hosting services for archives which are not able to install, configure and do the back ups on their own web hosting accounts.

ArchivesSpace

Two open archival data management projects from the United States, *Archivist Toolkit* (AT) and *Archon*, have recently formed a partnership to develop a combined archives management application, *ArchivesSpace* (<http://www.archivesspace.org/>), endeavoring to incorporate the best features of each application. The new project, funded by the Andrew W. Mellon Foundation and with a projected timeline of spring 2013, will offer a "cutting-edge, extensible, and sustainable platform for describing analog and born-digital archival materials." Current AT and Archon installations will be migrated to the new system and an organization home will have been selected. A Request for Proposals was issued (deadline October 2011) and detailed RFP specifications for the software can be found on the website. ArchivesSpace is looking for active involvement of archivists, curators, librarians, technologists and others; please go to its website to look for ways to get involved and help shape the software. While ArchivesSpace is being developed both Archon and AT will continue to be available.

Archon

Developed by the University of Illinois Urbana-Champaign Libraries, Archon, (<http://www.archon.org/features.php>) is a unified platform for archival description and access. It provides both a way to record descriptive information about collections and digital objects and a means to view, search, and browse that information in a fully-functional public web site. Digital objects and electronic records can be uploaded or you can link archival descriptions to external urls and unprocessed material can be listed in an 'accessions manager. Archon provides clear definitions of terms used and allows for 'collection' labels to be tailored to specific repository needs (an important feature to allow for internationally diverging archival practices). Archon's public interface **always shows the most current information** because it is updated automatically when archival staff add or edit records using an 'administrative interface.' (MARC and EAD records are similarly updated when a staff member makes any changes.)

Once information has been entered, information is instantly accessible, searchable, and browsable.

Archivist Toolkit (AT)

Developed in the United States, the Archivists' Toolkit (<http://www.archivisttoolkit.org/>) is an open source archival data management system intended for a wide range of archival repositories. A collaboration of the University of California San Diego Libraries, the New York University Libraries and the Five Colleges, Inc. Libraries, and funded by The Andrew W. Mellon Foundation, AT strives to support archival processing and production of access instruments, to promote data standardization, and to make data entry easier. According to their website, AT supports accessioning and describing archival materials; establishing names and subjects associated with archival materials, including the names of donors; managing locations for the

materials; and exporting EAD finding aids, MARCXML records, and METS, MODS and Dublin Core records. Future functionality will be built to support repository user/resource use information, appraisal for archival materials, expressing and managing rights information, and interoperability with user authentication systems.

Three photographs from Fort Edmonton Historic Park, SUV Annual Conference, Edmonton 2011.

