

**+ DIGITAL GALORE—
SOUND AND
AV MATERIALS**

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SUV's Icon — Symbolic Globe
see note below



The West Indies Federal Archives Centre
hosting this year's ICA-SUV annual conference in Barbados

**+ ONLINE BIOGRAPHY
PROJECT — looking for
submissions**

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**+ Erik Reitzel's
Symbolic Globe**

Erik Reitzel, the inventor of the *Symbolic Globe* and Danish civil engineer and professor, specialized in bearing structures and minimal structural design resulting in major savings in construction materials.

To create Reitzel's Symbolic Globe, people from across the globe participating in the *Summit on Social Development* - perhaps the first cooperative international architectural project - put up the 15 meter globe in Copenhagen in 1995. It is now standing on the UNESCO piazza in Paris.

ICA-SUV is thankful for Erik Reitzel's permission to use the globe as ICA-SUV's icon.

+ THE ICA - SUV NEWSLETTER

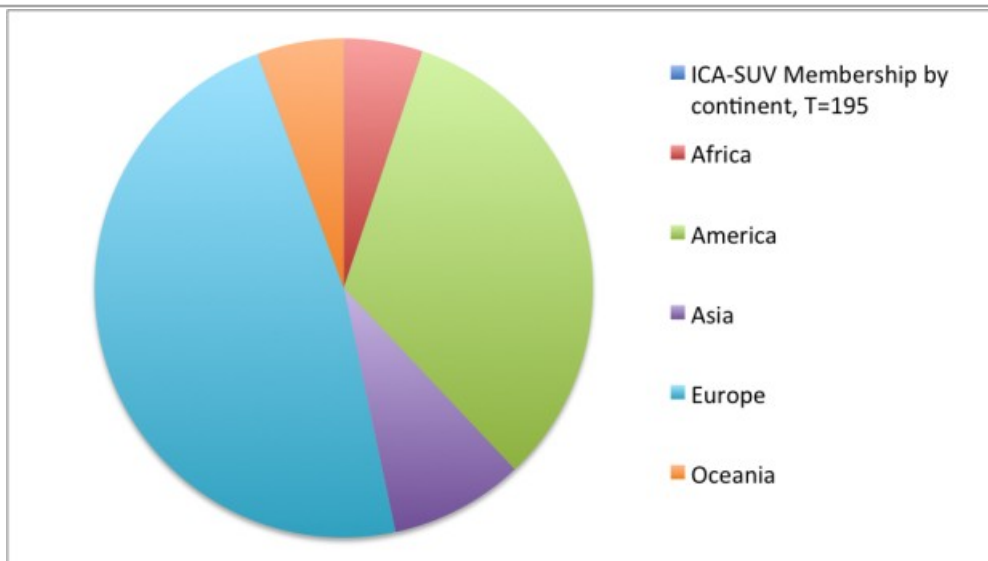
As you can read in this issue, ICA-SUV will hold its annual conference at the University of the West Indies, Barbados, and discuss *The New Age Archivist: Managing Archives in a Digital World*. And since, as we know, digital records pose challenges for preservation and access, our column 'Digital Galore' summarizes current standards or suggestions regarding preserving and digitizing sound and AV materials.

With every change of format, archivists and records keepers have pondered whether originals need to be kept. Among many other things, old records may smell. And at least in the example highlighted in this newsletter, the bad smell can impart important medical historical evidence.

in this issue you will also find more results from the ICA-SUV membership survey and some links for international archives jobs/exchanges/internships that might prove useful for those of you wanting to work abroad.

We are also excited to launch a new project that will hopefully be useful to all archivists across the globe—**ICA-SUV's Online Biography Project**—and encourage all of you to spread the news and submit proposals.

And interestingly, archival issues such as provenance, context, and metadata are raised in recent public disclosures and discussions of secret record collection programs in the United States.



Membership list Jan 2013; ICA website T=206

+ DIGITAL GALORE — Sound and AV materials

Most of us have sound and audio-visual materials in our collections which usually pose particular problems in terms of appropriate storage conditions and containers as well as preservation. A number of media do not preserve very well but most of us have neither equipment, funds, or knowledge of how to migrate them and what standard formats might be.

Established in 1969 in Amsterdam, the International Association of Sound and Audiovisual Archives or IASA (<http://www.iasa-web.org/>) not only provides a forum in which to discuss sound and audiovisual documents but it also issued a few internationally recognized guidelines.

Many of IASA's publications are available even if you or your archives are not a member of the organization; membership rates are quite reasonable though. The Technical Committee (TC) of IASA for example has published *Guidelines on the Production and Preservation of Digital Audio Objects* (TC 04, 2nd ed. 2009) as well as *The Safeguarding of the Audio Heritage: Ethics, Principles and Preservation Strategy* (TC 03, 2005); both avail-

able at <http://iasa-web.org/special-publications>

Reflecting discussions and lack of binding standards as regards digitizing video, IASA is still working on video related guidelines, which will most likely be issued as TC-06. However, it might still take some time before this standard will be available.

In the meantime George Blood Audio and Video (George Blood, principal author) drafted an interim paper for suitable digital video formats and medium term storage for the United States Library of Congress Office of Strategic Initiatives (OSI) for which George Blood Audio and Video is an audiovisual specialist subcontractor.

The paper can be found at www.digitizationguidelines.gov/audiovisual/documents/IntrmMastVidFormatRecs_20111001.pdf

In this report, the authors give a very useful overview of the challenges encountered when trying to preserve en-

(cont. on page 5)

THE ICA-SUV NEWSLETTER

ICA-SUV is the International Council on 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 to share projects and resources, and thereby also hopes to encourage other archivists to join.

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Recently elected ICA-SUV board member Eli Reksten at the Paris board meeting, spring 2013

+ ASSISTANCE

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

- **Full Papers of ICA Congress in Brisbane**

The papers of speakers at the 2012 ICA Congress in Brisbane are available at the following site and provide a truly international survey of archival practices and thought via ICA.

<http://www.ica2012.com/program/full-papers.php>

- **Desa Informasi—a digital portal from Indonesia**

Desa Informasi (local content for global reach) is the "Local eContent Development Project" initiated by Petra Christian University in Surabaya, Indonesia. It has begun to offer digital information of local flavor including e.g. grey literature and local entities and features. content in Indonesian and certain sections of it in English.

<http://www3.petra.ac.id/desa-informasi/index.php?lang=in>

<http://www3.petra.ac.id/desa-informasi/index.php?lang=en>

Of particular interest to local citizens and people across the globe will be digital material on the history of Surabaya, one of the oldest big cities of Indonesia, a site that includes unique photographs

<http://www3.petra.ac.id/surabaya-memory/index.php?>

+ IN THE LIMELIGHT ... highlighting interesting archival literature and online sites.

WHO KNEW? ... SMELLS, ONE MORE REASON WHY WE PRESERVE ORIGINALS

We are routinely asked for reasons why originals should be preserved. Here is one of the most intriguing I have read about: Paul Duguid in his *Trip Report from Portugal* (pp 173-174 in: J.S.Brown & P. Duguid: *The Social Life of Information*, Harvard Business School Press, 2000.

"I was working in an archive of a 250-year-old business, reading correspondence from about the time of the American Revolution. Incoming letters were stored in wooden boxes about the size of a standard Styrofoam picnic cooler, each containing a fair portion of dust as old as the letters. As opening a letter triggered a brief asthmatic attack, I wore a scarf tied over my nose and mouth. Despite my bandit's attire, my nose ran, my eyes wept, and I

coughed, wheezed, and snorted. I longed for a digital system that would hold the information from the letters and leave paper and dust behind. One afternoon, another historian came to work on a similar box. He read barely a word. Instead, he picked out bundles of letters and, in a move that sent my sinuses into shock, ran each letter beneath his nose and took a deep breath, at times almost inhaling the letter itself but always getting a good dose of dust. Sometimes, after a particularly profound sniff, he would open the letter, glance at it briefly, make a note and move on. Choking behind my mask, I asked him what he was doing. He was, he told me, a medical historian. (A profession to avoid if you have asthma.) He was documenting outbreaks of

cholera. When that disease occurred in a town in the eighteenth century, all letters from that town were disinfected with vinegar to prevent the disease from spreading. By sniffing for the faint traces of vinegar that survived 250 years, and noting the date and source of the letters, he was able to chart the progress of cholera outbreaks. His research threw new light on the letters I was reading. Now cheery letters telling customers and creditors that all was well, business thriving, and the future rosy read a little differently, if a whiff of vinegar came off the page. Then the correspondent's cheeriness might be an act to prevent a collapse of business confidence -- unaware that he or she would be betrayed by a scent of vinegar."



SUV NEWS

SUV-Board Meeting in Paris, February 2013

The board met for two days in Paris this spring. In addition to various topics summarized below, the board also discussed conference plans for Paris in July 2014.

Appraisal and Disposition of Student Records

Funded by PCOM, a group of SUV members with Gatis Karlson as chair completed the student records guidelines in fall of 2012. Final results were presented at the ICA 2012 Congress. A draft of the final Student Records Guidelines is available at <http://www.library.illinois.edu/ica-suv/StudentRecordsGuidelines.pdf>

The guidelines exist in French and a Spanish translation is likely

SUV Newsletter Editorial Board

After a call for volunteers, the newsletter editorial board was established with the following members: Susanne Belovari, Michael Bolik, Lucia Maria Velloso de Oliveira, and Norman Reid.

Revision of SUV Conference Planning Procedures

Given recent revisions of *Submission Guidelines* and *Annual Conference Review Committee Guidelines*, we are revising the conference planning procedures. A draft is available at <http://www.library.illinois.edu/ica-suv/GovDocs.php>

Online Bibliography of Archivists—Please Submit Proposals

The editorial board (EB) was established consisting of Susanne Belovari and Mikuláš Ctvrtník. In April 2013 the EB announced the launch of the project and issued a request for proposals. Please go to the following webpage, for all relevant information

<http://www.library.illinois.edu/ica-suv/NewsEvents.php>

By the end of the summer of 2013, we will have a minimum of 10 biographies and a simple online biography webpage. If you are interested in submitting proposals please contact: Susanne Belovari at susanne.belovari@tufts.edu. Every accepted biographical entry will credit its author.

ICA Congress, Brisbane, August 20-24 2012

ICA-SUV held a board meeting and general assembly for its members in Brisbane. The section also presented papers and chaired some sections, all of which are listed on ICA-SUV's website.

ARCHIVES ACROSS THE GLOBE

The 3rd International Conference on African Digital Libraries and Archives (ICADLA-3) took place at the end of May in Morocco. The topic of DIGITAL LIBRARIES AND ARCHIVES IN AFRICA: CHANGING LIVES AND BUILDING COMMUNITIES was presented and discussed at AL AKHAWAYN UNIVERSITY, IFRANCE. You can find the program at <http://www.aui.ma/images/icadla-3-programme.pdf>

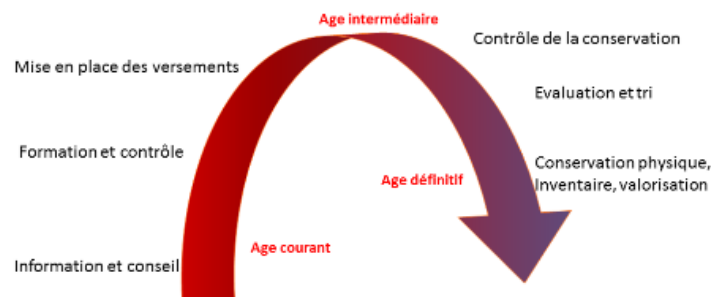
Topics for discussion included strategies for creating and maintaining a multinational digital library programme; digitisation platforms and services; creating value-added features for discipline-specific digital libraries; use of social media and outreach to increase use and build new audiences; and migration of projects to sustainable programmes.

This conference included participation from BHL global partners from Africa, the USA and Australia.

The International Conference on African Digital Libraries and Archives (ICADLA) is *the* major African forum focusing on digital libraries and associated technical, practical, organizational, and collaborative issues.

Nominations for ICA-SUV board elections 2014

Are you interested in running for board elections in 2014? Or do you know of someone who would be a good candidate? The board is currently looking for individuals to be nominated for the board election next spring. Please let us know if you or someone else is considering running.



Charlotte Maday gave a tour to the ICA-SUV board of the archives of Université Paris Diderot in spring 2013. See here a graphic from the mission page of its archives.

+ PAST, PRESENT, FUTURE INTERNATIONAL ARCHIVAL JOBS, EXCHANGES AND INTERNSHIPS

As noted in previous ICA-SUV newsletters, numerous archivists and future archivists have expressed an interest to gain work experience abroad, either on a part-time, volunteer or exchange basis or in terms of a permanent position.

Our colleagues in the library world already have several good programs and efforts in this regard and you might just find an interesting opportunity by checking out some of their sites.

If you go to the bottom of the following website, you will see a couple of listings for international library related jobs and exchanges.

<http://www.lis.illinois.edu/careers/explorecareers/joblistings>

The LisJob.com link, for instance, will bring you to a portal that lists job exchange programs and job listings on various continents. One of the issues archivists face is that while internships, exchanges and volunteer opportunities can provide truly valuable learning experiences into comparative archival practices and policies, archivists by the very nature of the work they do, are somewhat restricted in where they can work permanently as our work depends on in-depth knowledge of a local/regional language and local /regional history.

(cont. Digital Galore from p. 2)

videos as well as the various practices and formats currently in use for digitizing video.

Two broad classes of video source materials are considered: (a) ones for which signal conversion or transcoding is necessary (e.g., analog videotapes, and obsolete file-based digital video) and (b) ones for which the native encoding can reasonably be maintained for three to ten years, after which a conversion or migration will be warranted."

The source material can be subdivided into five categories whose recommended output formats are then discussed: 1. Analog source; 2. Digital source (media dependent, non-transcoded transfer possible); 3. Digital source (media dependent, required transcoded transfer); 4. Digital source (media independent "file based"); 5. Digital source (authored DVDs and other authored disks).



In the absence of any standards, this a three week training course in Nairobi, Kenya. discussion might be helpful for many of us dealing with similar issues.

IASA also has useful policies as regards (1) copyright; (2) the concept of national discography which mirrors "the development of national bibliography... in the field of librarianship and documentation;" (3) legal deposits as a statutory provision; and (4) Ethical Principles for Sound and Audiovisual Archives.

And IASA organizes training events for sound and audiovisual materials, this year for instance

ICA-SUV board members meeting in Paris 2013



+ SUV MEMBERSHIP SURVEY - part two

To get a better sense about who our ICA SUV members are and what they need/want in terms of services and programs, the board carried out a survey. The survey (in English and French) was distributed to members via e-mail, first in September 2010 and then again in January 2011. Thirty members responded.

There are some useful descriptive statistics in this survey that are significant in their implications:

As of 2011, 63% of our members have been ICA-SUV member for over 10 years, another 20% have been members for 6 to 10 years; the remaining 17% for 3 to 5 years. That means that none of the respondents, who remember might **not** necessarily be representative of our membership, had recently joined ICA-SUV.

50% of respondents were referred to our section by another member. 20% found out about us through reading ICA literature while 13% found us through the ICA website, totaling 83% of survey responding. 3% found out about us through our pamphlet, 17% via other than listed options, and 2% through archival or records management literature. Respondents could chose several answers for this question which is why their answers do not add up to 100%.

Those responding to the survey could select any or all support options that ICA-SUV should offer. Among these 87% of our 30 respondents wanted information exchange through our section (e.g. advice regarding best practices, comparative data, etc.). 70% wanted partnership opportunities and 50% formal training and seminars.

Reflecting the idea of an international exchange portal via ICA-SUV, 43% would like to see international student internships or possibilities for unpaid practicum for the next generation of archivists, while 33% would like ICA-SUV to provide unpaid advisory consultant visits. 20% or 6 respondents would pay for advisory consultants. Our respondents are also overwhelmingly (80%) willing to become involved in ICA-SUV, if we tell them how to; and 30% would be willing to assist with translation of ICA-SUV projects.

These results clearly indicate that we can and need to do more to promote our section among non-members; we need to figure out if the manner in which new members were solicited differs from how long-term members had come to join us years ago; we should seriously look into the international exchange portal idea and possibilities to offer consultancy/advice; and we should take advantage of members' willingness to assist in ICA-SUV projects by contacting them directly.

+ HOW TO LOCATE / CONTACT ICA- 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 at 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. 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 Euro 20.-/year does not include the publications.

+ SUV CONFERENCES 2013 + 2014

ICA-SUV 2013: BARBADOS

Please join us at the 2013 ICA-SUV Conference which will take place at the West Indies Federal Archives Centre of The University of the West Indies (UWI), Cave Hill Campus, from June 26-29, 2013. The conference focuses on "The New Age Archivist: Managing Archives in a Digital World. Emerging technologies has resulted in the need for archivists to remain relevant by ensuring that their skills, theories, policies, procedures and practices are adequate to cope with the changing technological environment."



At the following website, <http://www.icasuv2013.com/>, you will find all relevant information and the registration form.

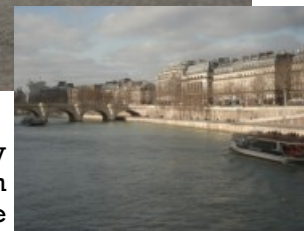
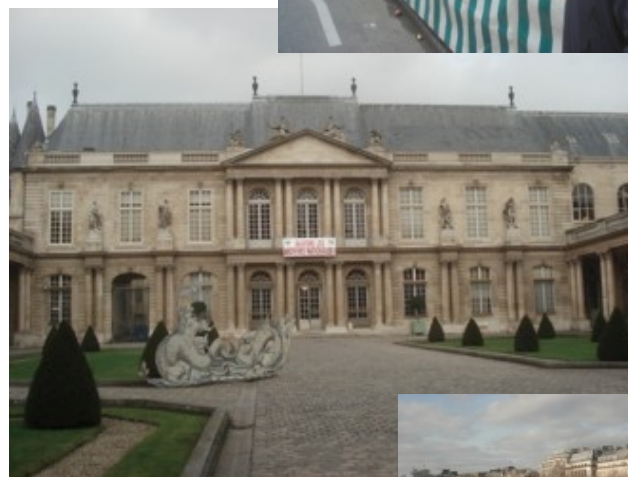


Keynote speakers at the conference will be Principal & Pro-Vice Chancellor Sir Hilary Beckles, Professor Luciana Duranti, Professor Emeritus Senator Henry Fraser, and Dr. Kenneth Thibodeau.

The conference will be held at the Main Campus of The University of the West Indies (UWI) on the Cave Hill Campus. This is one of four campuses of the university and caters to local, regional and international students. There are approximately 8,600 students at Cave Hill out of approximately 40,000 students across the four campuses; some of those students are part of an international student exchange programmes.

The West Indies Federal Archives Centre is situated on the Cave Hill Campus and preserves the records of the West Indies Federation (1958-1962) referred to as the Federal Archives *fonds*. The West Indies Federation was a short lived political union of ten territories of the former British West Indies. The Federal Archives *fonds* was inscribed on the UNESCO Memory of the World International Register in 2009 and represents a valuable resource for research into the regional integration efforts of the British West Indies. Additionally, the repository houses the records of other regional bodies as well as the archives of The UWI, Cave Hill Campus.

ICA-SUV 2014: PARIS



The ICA- SUV board has formally accepted the proposal by French university archivists to host the 2014 SUV conference in Paris around the beginning of July 2014.

A programme committee has been selected and a call for papers will be issued in the next few weeks. Local conference organizers are already putting together lists of very affordable housing options in Paris and will the conference fee will be kept very low to allow more archivists to attend.

+ ONLINE BIOGRAPHY PROJECT

In April the Editorial Board officially launched the new ICA-SUV Online Biography Project. By providing brief biographies of leading individuals in our field, we hope to facilitate communication, understanding, and learning across national boundaries when we attend international conferences, read respective literature, or want to gain a deeper understanding when we talk to colleagues from abroad about their field.

By the end of this summer, ICA-SUV will have a simple online biography portal and at least ten biographies online. Our website will offer brief biographies of living or deceased individuals who substantially advance the archival field in theoretical and practical ways and will include a short list of primary and/or secondary literature for each individual.

Now we invite you and archivists and scholars from across the nations to **submit proposals for biography entries**. Go to <http://www.library.illinois.edu/ica-suv/NewsEvents.php> for information and instructions. Each accepted submission will credit its author.

Please forward this message to individuals and organizations interested in submitting proposals.

The Editorial Board: Susanne Belovari, Editor, and Mikuláš Čtvrtník
susanne.belovari@tufts.edu and mikulas.ctvrtnik@centrum.cz

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 download versions in Chinese, English, Spanish and soon French)
- Student Records Guidelines: a draft is available on our website
- Scientific Records Guidelines available on ICA website
- frequent board meetings
- ICA-SUV Online Biography Project (launched in April)
- and, of course, the ICA-SUV newsletter

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/>

PROVENANCE, CONTEXT, METADATA

The very recent disclosure of certain National Security Agency surveillance security programs in the United States has brought some issues to the forefront of public discussion with which archivists across the globe have long been familiar: namely, the importance of provenance, context, and more general metadata in giving meaning to individual records and generic units of content — in fact creating new content.

Professor Kieran Healy, Duke University, has created a fictional example of trying to ‘find’ one of the traditional heroes in US history, Paul Revere, by looking at a few innocuous points of metadata from the 18th century: <http://kieranhealy.org/blog/archives/2013/06/09/using-metadata-to-find-paul-revere/>

The Guardian offers another example, familiar to most of us, of what kinds of metadata and information a 21st century browser history reveals:

<http://www.guardian.co.uk/technology/interactive/2013/jun/12/what-is-metadata-nsa-surveillance#meta=0000000>



La Bibliothèque des Grands Moulins, L'université Paris Diderot, where the ICA-SUV board met one day in spring 2013