

# The SCAAzette

Newsletter of the South Carolina Archival Association

<http://www.state.sc.us/scdahl/scaa.htm>

Vol. 2 No. 2

Fall 2000

## Fall Conference Plans Set

By Ann Evans

The South Carolina Archival Association's Second Annual Fall Conference, CHALLENGES AND ISSUES FOR THE NEW CENTURY, will be held at the South Carolina Archives and History Center in Columbia on Thursday, October 26, 2000.

This year's program will focus on two topics challenging archivists at the beginning of the new century: the age-old problem of finding new sources for funding, and the new challenges of digital technology. One of the two concurrent sessions, Funding Opportunities for Archives, will focus on federal and in-state grant opportunities for archives, the State Library grants information centers, the things applicants do right and wrong in

grant applications, fundraising with corporations and individuals, setting up a foundation, running a friends program, and a testimonial on parlaying a grant into permanent funding. Speakers include Karen McMullen of South Carolina State Library, Patricia Morris of the SC Department of Archives and History, and Louise Pinckney of Richland County Public Library.

The other concurrent session topic, Issues for Digital Archives, will explore the challenges and issues in digital technology confronting the keepers of historical data. Drawing on their own experience with digital projects, Tim Pyatt, Director of the Southern Historical Collection and

Curator of Manuscripts at the University of North Carolina at Chapel Hill, and Pat Ryckman, Reference Archivist for Special Collections at J. Murrey Atkins Library, University of North Carolina at Charlotte, will address the issues in planning for digital archives projects and the role of digital imaging in collection management. Topics include selection criteria for site content, copyright concerns, preservation issues, long term maintenance of sites, and technical issues.

Alexia Jones Helsley, author, and Director of Special Projects for the South Carolina Department of Archives and History, will

see Fall, page 3

## Nominees for Officers Announced

By James Cross

The following individuals are nominated to serve as SCAA officers for 2001:

### VICE PRESIDENT/PRESIDENT-ELECT

**Ann Evans.** CCPP Archival Consultant, White Homestead Archivist and Curator, Catawba Cultural Preservation Project Archives, & White Homestead. BA, History, Winthrop University (Rock Hill, SC); MAT, History, Winthrop University; Summer Archives Institute, Emory University and Georgia Department of Archives and History. Member--SCAA, AASLH, PALMCOP, National Historic Trust. Archival Experience--Graduate Assistant, Interim Archivist, Assistant Archivist, Winthrop University Archives. Publications and research--"Videotaping Women's History. The Winthrop Archives Experience," *The American Archivist*; *Women leaders in South Carolina: An Oral History* (Host for five segments of the ETV series funded by a grant from SCCH); *David Bancroft Johnson*,

*1856-1928: A Documentary on His Life as Educator* (Technical and Research Assistant); *Women Leaders in South Carolina* (South Carolina Committee for the Humanities Publication, 1982, Project Coordinator and co-editor); *Winthrop College Archives and Special Collections: South Carolina International Women's Year Records Inventory*, ERIC (ED 183154); "Winthrop College Historic Walking Tour" Brochure. Offices and committee assignments--Director, SCAA.

**Katherine H. Richardson.** Executive Director, Sumter County Museum. BA, American History, College of Charleston; MA, Applied History, University of South Carolina (Major Areas: Historic Preservation, Archives, American Colonial History). Member--SCAA, South Carolina Federation of Museums, University South Caroliniana Society, American Association of Museums, Southeastern Museums

Conference, American Association for State and Local History, Costume Society of America, Association for Living History and Farm Museums. Experience--Nine years experience as a consultant in archives, museums, and historic preservation as head of Heritage Preservation Associates. Fifteen years as a researcher and writer of South Carolina history. Projects include: transcription and archival arrangement of the Drayton Papers (South Carolina Historical Society and Drayton Hall); establishment of the Sumter County Museum Archives housed at the Genealogical and Historical Research Center, Annex of the Sumter County Museum. Publications and research--*Pawleys Island, Historically Speaking* (Pawleys Island Civic Association, 1994); "Where They Lived: Homes of the Eighteenth and Nineteenth Century Presidents," Chapter

see Nominees, page 3



# Spring Workshop Reviews

## A Second Look at Conservation

By Ann Evans

We are bombarded with new technologies faster than we can keep up with the terminology alone. As archivists, we are eager to learn how the latest technology affects the way we manage our collections, as well as the collections themselves. Should we scan our images? What is the best management software? How will technological changes affect us in the next five years? All are legitimate concerns for someone charged with the management and care of historic documents. In our hurry to keep pace we should take time to revisit the basics of conservation. Here too, technology is affecting change.

The Spring SCAA workshop offered a one-on-one question and answer period where participants were able to actually bring in items from their collections for advice on treatment. Carol Crawford of the South Carolina Department of Archives & History's Conservation Department, and Holly Herro of the University of South Carolina Libraries Conservation Lab offered useful and practical advice on handling a variety of problems, including:

framed paintings, family photo albums, mounted photographs, curled documents, and mildew. General housing of items was also discussed with a variety of folders, boxes, and envelopes on display. Surprising changes in conservation practices have taken place in the past few years, along with the development of new technologies, and with information gained through extensive scientific studies. Once-accepted practices are due further consideration.

Consider this:

*Document cleaning pads*, art gum erasers, and groom sticks are now less desirable for cleaning documents because studies indicate that they leave behind residues on the document surface. It may be best to use only a natural hair brush to clean a document.

*The use of document repair tape* to mend a document should be carefully considered as well, since this, too, leaves behind a residue, and may not be easily or safely removed.

*Encapsulation* is only appropriate for items that receive heavy use. Studies indicate that ventilating the encapsulation does not improve the life span of the document, but actually allows it to oxidize faster. Complete sealing, and the addition of a buffered sheet of paper is preferred. The use of archival Mylar sleeves with two sided openings is the better choice for protecting documents that receive heavy use.

The general trend is toward a more passive approach to treatment. Many institutions have documents in their collections treated according to the earlier, more aggressive conservation practices. It may be wise for staff to monitor their conditions closely, and if necessary seek the advice of a trained conservator. Staying aware of recent studies and current trends in conservation practice is important to the preservation of historic collections. The old adage is true: "the only thing that stays the same is change itself."

## The Basics of Finding Aids and EAD

By Jeanette Bergeron

The SCAA spring workshop "Creating Usable Finding Aids" featured two sessions: "Back to the Basics—Providing Access to Archives Records" taught by Sharon P. Mackintosh and "Writing EAD-Compatible Inventories" by Dr. Elizabeth Dow.

Mackintosh, who is with the SC Department of Archives and History, provided the rationale for good archival description, the necessary elements of description, sample descriptive tools or finding aids, and access practices and considerations. A good archives finding aid provides information about the records, the records creator and collections management of the records. Mackintosh's handout packet included numerous examples of finding aids produced by archives around the state that can be used as models for:

Pre-accession & accession documents  
Shelf lists or stack location registers  
Preliminary inventories and container lists  
Inventories/registers  
Series-Records creator linking systems  
Calendars/item lists  
Cards/online catalogs  
Indexes  
Guides and Publications  
Bibliographic networks  
Internet web pages  
Directories

She encouraged archivists to standardize their finding aids by using their descriptive elements consistently, maintaining separate elements for each type of

information, following MARC data structure and establishing procedures. Elizabeth Dow, professor at the Bailey/Howe Library of the University of Vermont, presented the steps of building EAD (encoded archival description) into paper finding aids in order to ease eventual conversion to EAD, be compatible with union databases, and meet researchers' expectations. She referred to a useful model at [sunsite.berkeley.edu/amher/upguide.html](http://sunsite.berkeley.edu/amher/upguide.html), explained the tagging process and elements for high, mid and low levels of information, and mentioned the need for a South Carolina name authority list. In a very useful exercise, Dow reviewed the actual finding aids Mackintosh had collected and evaluated each in terms of ease of conversion to EAD.



deliver the keynote address, "South Carolina Slave Faces." Her presentation promises to be a fascinating look at the documents and people featured in the new book she co-authored with Patrick McCawley, *The Many Faces of Slavery*, which has won awards from the *Library Journal* and the South Carolina State Library.

The SCAA membership is also encouraged to attend the annual business meeting and elections. The Constitution and Bylaws are up for approval, and are available for review on the SCAA website. There will also be an election for Vice-President/President Elect, and Director, and an information exchange table for participants to display and pick up brochures, flyers, publications, and business cards.

## Member News

Jeanette Bergeron, archival consultant, is helping Blue Cross Blue Shield of Florida establish a corporate archives. The company is based in Jacksonville and has nearly 60 years of archives materials to arrange and describe. Bergeron is also helping the company digitize selected materials for its corporate intranet. She will also be the featured History Day speaker at South Carolina State Library on October 10, where she will discuss organizing church archives.

### South Carolina Archival Association

#### Officers:

**Robin Copp, President**  
**Dennis Taylor, Vice President**  
**Sharmila Bhatia, Secretary**  
**Beth Bilderback, Treasurer**  
**Deloris Goggins, Membership Chair**  
**Ann Evans, Director (2000)**  
**Jeanette Bergeron, Director (2001)**

**Elizabeth C. West, SCAAzette Editor**

The SCAAzette is published biannually for members of the SCAA.  
 No part of this publication may be used without written permission.

One in Thomas L. Connelly and Michael L. Senecal, eds., *Almanac of the American Presidents From 1789 to the Present* (New York/Oxford: Facts on File, 1991); *Forward in Christ: The History of Shandon Presbyterian Church, 1913-1990* (Columbia: The State Company, 1991). Offices and committee assignments--Treasurer, South Carolina Federation of Museums, 1999-2002; Vice President, University South Caroliniana Society, 1995-9. Additional Comments--"I am very honored to be nominated for this office and will be proud to serve the SCAA in this capacity if elected."

#### DIRECTOR

**Bryan Collars.** Assistant Accessions Archivist, South Carolina Department of Archives and History. BA, History, USC (Columbia, SC); MA in Applied History, USC (three-fourths completed); Rare Book School, Columbia University (New York, NY). Member--SCAA. Archival experience--has been at SCDAH for 6 years. Publications and research--researching revolutionary sailors in SC and the early national period. Offices and committee assignments--SCAA Membership Committee. Awards--Director's Award, South Carolina Department of Archives and History.

**Pat Morris.** Head, Collections Management, South Carolina Department of Archives and History. MLIS, USC (Columbia, SC); M.A. and Ph.D., Vanderbilt University (Nashville, TN). Member--SCAA, PALMCOP, Society of American Archivists, American Library Association. Archival experience--Archivist, Tennessee State Library and Archives, 7 years; South Carolina Department of Archives and History, since 1987: Started as Supervisor of the preservation services unit; became director of Collections Management, which handled conservation, arrangement and description; worked for several years as Deputy Coordinator of the SHRAB, with particular commitment of time to the regrant projects for manuscript repositories and non-government archives, a project that provided a greater depth of knowledge about many of the archival collections around the state; since 1989, served as a PALMCOP preservation

consultant and instructor. Publications and research--Case study for the American Archivist on Preservation Administration training program; technical leaflets published by the SCDAH (topics on disaster recovery, care and handling of private papers, scrapbooks, proper framing techniques); Editor, *PALMCOP Reports* (newsletter). Offices and committee assignments--PALMCOP, Chair and Board at various times; Society of American Archivists. 1996 Program Committee. Additional comments--"I believe I can bring certain strengths to the SCAA Board through my service. My work with PALMCOP gives me excellent knowledge of their programming strengths, and I have a strong desire to develop complementary programming for both organizations. During my four years' work with the regrant project, I learned a lot about the nature and needs of manuscript repositories around the state."

**Suzanne Singleton.** Assistant Reference Librarian and University Archivist, Associate Professor, Francis Marion University. BA, History, Coastal Carolina College (Conway, SC); MLS, USC (Columbia, SC); Rare Book School, Columbia University (New York, NY). Member--SCAA, Society of American Archivists; South Carolina Library Association. Archival experience--Project archivist at Burroughs and Collins archives through Coastal Carolina College; newspaper librarian at *The Sun News*. Publications and research--Articles in *Pee Dee Magazine* and *South Carolina Historical Magazine*; indexes to three university newspapers; annotated bibliography to FMU holdings about Gen. Francis Marion. Offices and committee assignments--South Carolina Library Association: Archives and Special Collections Round Table, past chair; Bibliographic Instruction Interest Group, past chair; Public Services Section, chair; member of Association Structure and Issues Task Force.

The election of officers will take place at the SCAA Annual Meeting at the State Archives in Columbia, SC on October 26, 2000. Nominations will be accepted from the floor.



## Over 173 to Receive Charter Member Certificates

By Deloris Goggins

If you have not joined the South Carolina Archival Association, you still have one last chance to be among those receiving a "New Millennium Year 2000 Certificate." Just complete the membership form included in this newsletter and mail it in as soon as possible. If you join before our Annual Fall Conference, to be held October 26, 2000, you will receive your certificate at the conference. Those who joined during the year of formation in 1999, and those who joined during the official year of operation in 2000, will receive Charter Member Certificates.

You have already enjoyed and witnessed many benefits of your membership in SCAA and we encourage you to invite others to join. There are 136 members who

have joined or renewed memberships during the year 2000. All members who joined before March 31, 2000 received "The South Carolina Archival Association Membership Directory" at our Spring Workshop in April. The directory was mailed to those eligible members who did not attend. A list of members who have joined since March 31, 2000 is included in this newsletter for you to insert in your membership directory.

Remember to inform us as soon as possible if you have changed your address, telephone number(s), fax number(s), or e-mail address. Mail membership dues and changes to: SCAA, c/o Beth Bilderback, South Caroliniana Library, USC, Columbia, SC 29208.

## IMPORTANT NOTICE

An important item of business on the fall agenda will be the ratification of the SCAA Constitution and Bylaws. For a copy of the constitution and bylaws, please refer to your Membership Directory, or the SCAA website, "<http://www.state.sc.us/scdah/scaa.htm>." Requests for copies should be made to SCAA President Robin Copp, South Caroliniana Library, USC, Columbia, SC 29208, (803) 777-1345, or Secretary Sharmila Bhatia, SCDAL, 8301 Parklane Rd., Columbia, SC 29223, (803) 896-6203.

### Mark Your Calendar!

#### September

"Portrait of a Patriot: Francis Marion in Life and Legend." On display in the lobby of the South Caroliniana Library, through September.

#### October

11 SC History Day "The Revolutionary War in S.C." SC Department of Archives and History ([www.state.sc.us/scdah](http://www.state.sc.us/scdah))

13 Society of North Carolina Archivists Fall Meeting. Charlotte Museum of History.

26 SC Archival Association Fall Meeting at the Archives and History Center.

Opening in October: In recognition of Veterans Day, the South Caroliniana Library will present an exhibit on South Carolina veterans.

#### November

8-10: Society of Georgia Archivists Annual Meeting in Athens, Georgia

8: Oral History: From Planning to Finished Product (SGA Pre-Conference Workshop)

15-18 SC Public Records Association's annual conference at the Holiday Inn Downtown in Myrtle Beach. Contact John Mackintosh 803.896.6122, [jdmackin@scdah.state.sc.us](mailto:jdmackin@scdah.state.sc.us).

### Membership Form

Name: \_\_\_\_\_

Address/affiliation/telephone/email: \_\_\_\_\_

Membership level: Regular \$15 \_\_\_\_\_ Student \$10 \_\_\_\_\_ Retired \$10 \_\_\_\_\_

Send completed form w/check payable to SC Archival Association to: SCAA, c/o Beth Bilderback, South Caroliniana Library, USC Columbia, SC 29208