



SFA35

SOCIETY OF FLORIDA ARCHIVISTS
2018 ANNUAL MEETING



Society of
Florida Archivists



MAY 8-11, 2018
TALLAHASSEE, FL

PRE-CONFERENCE WORKSHOPS

Strozier Library, FSU



SESSION 1

Tuesday, May 8, 9am - 5pm

Building Advocacy and Support for Digital Archives #18A1 [DAS]

Fynnette L. Eaton (SAA)

Are you ready to build a digital archives program? This course will provide the core components necessary to gather support, engage stakeholders, and enact the change necessary to be able to handle digital archives in your institution. Participants will learn techniques for engaging collection donors and technology staff in order to effectively collect and manage born-digital materials.

Attendance is limited to 20 participants. Preregistration required.

SESSION 2

Disaster Preparedness and Response Workshop

Annie Peterson (Lyrasis)

Participants will learn about the basic elements of a disaster plan and how to create or update a plan for their organization. Planning exercises will help institutions prioritize next steps for creating or updating their plans. Risk assessment will be discussed and covered in an exercise. The workshop will include a hands-on portion where participants will stabilize wet collections materials, including books, papers, and audiovisual materials, and actively learn about appropriate drying methods to effectively salvage materials.

Attendance is limited to 25 participants. Preregistration required.

EVENING

5:00 PM - 8:00 PM

Registration

LeRoc Lounge, Main Level, Hotel Duval

6:00 PM - 8:00 PM

Welcome Reception @LeRoc Lounge, Main Level, Hotel Duval

Pre-Registration required

WEDNESDAY, MAY 9

Horizon Ballroom, Hotel Duval



8:00 AM - 12:00 PM

Registration

NOTE: after 12pm, contact information will be left at the table for latecomers to register

8:00 AM - 9:00 AM

Breakfast (provided to registered attendees; Level 8 Bar Lobby)

Breakfast is sponsored by the University of Florida George A. Smathers Library

9:00 AM - 9:10 AM

Welcome by SFA President, Susan Swiatosz

Introduction of Secretary of State, Ken Detzner

9:10 AM - 9:20 AM

Remarks from Secretary of State, Ken Detzner

9:20 AM - 9:30 AM

Remarks from Annual Meeting Committee Chair, Sandra Varry

PANEL SESSION #1

9:30 AM - 10:30 AM

Wheels of Change: Migrating Platforms and Streamlining Workflows

*Jessica Bright, David Santiago, Lindsay Mancuso and Nadia Taliceo
The Revs Institute*

The Revs Institute (TRI) is a 501(c)(3) not-for-profit museum, library, and archive that has recently transitioned from a subsidized to self-sustaining library and archive within the span of a few years. To accomplish this new goal, TRI's Chief Operating Officer created and executed a strategic plan aimed to decrease costs by 80% and increase revenues by 200%. This was accomplished by monetizing some of TRI's most expensive operations, driving a more effective image sales system, enhancing library and archive visibility, promoting use of the collections, and connecting the library's systems for ease of patron use.

BREAK

10:30 AM – 10:45 AM

**PANEL
SESSION #2**

10:45 AM – 11:45 AM

Clearing the path to accessible collections: A discussion on CLIR's grant programs

Heidi Connor, The Ringling Museum & Archive

Joy Banks, Council on Library & Information Resources (CLIR)

Jaime Fogel, Bok Tower Gardens

Panelists will share their experiences as related to CLIR's Hidden Collections projects. Together, the panel will discuss important questions about the application process, working in long-distance collaborative teams, dealing with interns and volunteers, and pivoting through the changes that large projects often require. While the focus will be specifically on CLIR-based grant experiences, the lessons shared will be applicable to many collaborative processing project situations as well as the general grant application and management process.

LUNCH

11:45 AM – 1:00 PM

On Your Own

**BROWN
BAG
SESSION**

12:00 PM – 1:00 PM

Onyx Boardroom, Lower Level, Hotel Duval

Challenges for Lone Arrangers

Ruth Slagle, The Baptist College of Florida

Tomaro Taylor, University of South Florida

Co-moderators will lead an engaging group discussion on the challenges of being a lone arranger and will work to find solutions to the problem of applying practical archival methods in smaller settings. Co-moderators will provide attendees with tips for building strong support systems and encouragement for maintaining connections with other participants. *Comments made during the discussion may be summarized for an article in the Society of Florida Archivists Journal.

Challenges and Solutions in Providing Access to Sensitive or Restricted Records

Dr. James Hendry Miller, State Archives of Florida, moderator

Isabella Folmar, State Archives of Florida

Vincent "Chip" Birdsong, Florida Master Site File

Dr. Kurt Piehler and Mike Kasper, The Institute on World War II and the Human Experience

In providing access to patrons, archivists are often faced with the challenge of handling records that may be restricted by statute, by federal law, or by donor restrictions. Panelists will discuss processes used to provide information to the public while respecting the wishes of donors, maintaining individuals' privacy and remaining in compliance with state and federal laws. The panel will conclude with a 15-minute open discussion session, allowing attendees to network with panelists and share their experiences in providing access to sensitive or restricted collections in order to reach solutions to better serve the needs of their patrons.

The Jr. Archivists Initiative

Gilbert Gott, Plant City Photo Archives and History Center

This presentation will discuss the Jr. Archivists Initiative. It will describe background of the Initiative, the step-by-step the implementation of the Initiative's History Detective program, summarize the mission and objectives and the outcomes of the Initiative and hopefully inspire others to join the Initiative. The presenter will pose thought-provoking questions to the attendees on the elements of the Jr. Archivists Initiative and the role of professional archivists in developing an appreciation of history.

The Great Migration: Legacy Finding Aids and Online Discoverability

Tommy Brown, Auburn University

This presentation explores how the Auburn University Special Collections and Archives Department is working to make its finding aids, both legacy and current, discoverable online. First, by utilizing traditional software programs such as Adobe Acrobat and Microsoft Word, the department converted many finding aids into digital format and created a temporary online digital collection using the Content DM collection management system. In phase two, the archives is working in partnership with the university library's Systems Department to migrate finding aids from various file formats into the ArchivesSpace information management system.

Supporting Research, Public Engagement, and Learning through the Use of Archives in Digital Humanities

Jamie Rogers, Florida International University

This presentation will describe student and faculty initiatives that make use of archives content in digital humanities (DH) coursework, the Florida International University (FIU) Libraries' role in supporting DH projects, as well as lessons learned in the development and digital preservation of these DH projects. The FIU Libraries have been fortunate to develop strong partnerships with our School of Communication + Journalism and Department of History, where we have collaborated on a number of initiatives, including the exploration of new pedagogical practices as well as public engagement initiatives in environmentally focused DH projects. To support these types of projects, the FIU Libraries have created space, physical and virtual, where students and faculty can learn about digital humanities technologies, check out equipment, utilize web publishing platforms, and hold DH workshops.

BREAK

3:30 PM – 3:50 PM

The Calls Are Coming from Inside the State: Phone-banking after Hurricane Irma

Fletcher Durant, University of Florida

During the 2017 hurricane season, the Heritage Emergency National Task Force (HENTF), the National Heritage Responders (NHR), the University of Florida (UF), and the University of Texas (UT) piloted a program to proactively reach out to libraries, archives, museums, and other heritage organizations potentially impacted by Hurricane Harvey in Houston and Irma across Florida to connect those organizations with needed FEMA resources and conservation guidance. This paper will introduce the roles of the HENTF and NHR in the aftermath of disasters; discuss the use of freely available digital tools to facilitate a volunteer-led phone-banking project; share initial findings from the data collected; and reflect on some lessons to take into consideration for future projects and hurricane seasons. The session will provide the audience with a range of practical information on enacting their own phone-banking after local disasters, as well as an improved understanding of the statewide impact of Irma on cultural organizations.

Advocacy for Collections Care

Laura Hartz Stanton, Conservation Center for Art & Historic Artifacts

Advocacy is not only external – it is crucial for staff at cultural institutions to be able to advocate internally as well, to board and administration, in order to assure that resources are best allocated. This session will explore routes for both external and internal advocacy with a focus on collections care: securing time and funding for preservation initiatives and conservation treatment and will discuss opportunities for incorporating information about preservation into all institutional advocacy efforts. The speaker will present practical tips on approaching internal advocacy to ensure that preservation is incorporated into all levels and considerations of institutional operation; guidance on external advocacy to make the case for preservation initiatives to legislators, funders, and other potential external stakeholders; and examples of initiatives that successfully incorporated both collections care and advocacy efforts.

Getting to Know You: Local Archivist Gatherings - Why Visit Neighboring Archives and Why Host

Carol Moon, Saint Leo University

This poster presentation looks at the benefits of local archivist gatherings for the colleague-hosts and for the colleague-visitors. At the very least, hosts receive an opportunity to showcase collections and facilities to interested colleagues, and visitors receive an insider tour of an unexplored archives, which helps with queries from their home constituents. The logistical communications between Central Florida Archivists (CFA) and Saint Leo University Archives from 2015-2018 will be featured. A professional development lens, one where balancing a combination of autonomy and collegiality is a desired goal, will be used.

**EVENING
RECEPTION**

6:00 PM – 8:00 PM

*Florida State University Heritage Museum
Dodd Hall, 4300 University Way
(pre-registration is required)*



THURSDAY, MAY 10



*All events are held at the Horizon Ballroom,
Hotel Duval, unless otherwise noted*

8:00 AM - 11:30 AM

Registration (Level 8 Bar Lobby)

[NOTE: after 11:30am, contact information will be left at the table for latecomers to register]

8:00 AM - 9:00 AM

Breakfast (provided to registered attendees; Level 8 Bar Lobby)

Breakfast is sponsored by the University of Florida George A. Smathers Library

8:00 AM - 8:45 AM

SFA Board of Directors Meeting

(Tentative: Onyx Boardroom, Lower Level, Hotel Duval)

8:45 AM - 9:00 AM

Exhibitors' Introductions

PANEL SESSION #4

9:00 AM - 10:00 AM

Getting Started with ArchivesSpace: the Good, the Bad, and the Ugly

Rachel Walton, Rollins College, moderator

Paul Gindlesperger, Rollins College

Erin Mahaney and Tom Misilo, Florida Institute of Technology

The archival community has been slow to adopt ArchivesSpace as a collection management tool, in the face of migration headaches and new tool trainings. This panel is an opportunity for early adopters to talk about their experiences and lessons learned and share the new workflows and documentation they have created in the process for the benefit of the larger Florida archives community.

BUSINESS

10:00 AM – 11:00 AM

Annual Business Meeting

LUNCHEON

11:30 AM – 1:00 PM

Shula's 347 Grill, Main Level, Hotel Duval

Keynote Address by Dr. Jennifer Koslow

**FYI
SESSION**

1:00 PM – 1:45 PM

Sunshine State Digital Network

Keila Zayas-Ruiz, Sunshine State Digital Network

The session would cover an introduction to the Digital Public Library of America (DPLA) and to the Sunshine State Digital Network (SSDN), Florida's new DPLA service hub. The service hub represents a community of institutions in the state which will provide their partner institutions' aggregated metadata for the DPLA and offer tiered services to connect institutions of all sizes to the DPLA. This service elevates the discoverability and increases use of Florida's digital cultural heritage materials to a global audience. The audience will learn about considerations they can make when creating metadata for digital collections that are shared through DPLA and the different ways their metadata allows for enhanced searching and features in DPLA. They will also learn about partnership and outreach efforts being taken by the SSDN to raise awareness and provide training for cultural heritage institutions around the state of Florida to get involved in the network.

LIGHTNING ROUND #1

1:45 PM – 2:15 PM

Advice from the Archival Trenches

Burt Altman, Florida State University (retired)

Dean DeBolt, University of West Florida

Retired archivist Burt Altman and longtime career archivist Dean DeBolt share their professional experiences with archivists just starting out in the field. They will discuss such topics as how to relate their personal hobbies to the profession, acquiring professional knowledge, joining archival associations, promotion and outreach, coping with changes in professional practice, and dealing with publishers.

HAPPY HOUR

2:15 PM – 3:30 PM

Happy Hour with Exhibitors

Refreshments will be provided

PANEL SESSION #4

3:30 PM – 4:30 PM

Grow Your Own Digitization Projects: Case Studies in Scrounged Equipment, Time Management, and Homemade Indexing Software

Marty Olliff, Wiregrass Archives, Troy University

Dana Chandler, Tuskegee University Archives

Greg Schmidt, Auburn University Archives

Using vendors to digitize and create metadata for outdated analog media is expensive, but doing it yourself can be daunting, complicated, and time intensive. The three panelists will discuss digitization projects they are creating in house. Marty Olliff of Troy University describes repurposing equipment and "snatching time" to digitize oral history cassettes; Dana Chandler of Tuskegee University addresses challenges in digitizing his massive Chapel Collection of Civil Rights era reel-to-reel tapes; and Greg Schmidt of Auburn University explains how staff has indexed digitized student newspapers using robust indexing software created by an in-house cataloger, librarian, and software developer.

LIGHTNING ROUND #2

4:30 PM – 5:00 PM

Challenges for Lone Arrangers Report back

Ruth Slagle, The Baptist College of Florida

Tomaro Taylor, University of South Florida

The co-moderators for the Brown Bag discussion on Wednesday will summarize the discussions of the group and report back any planned action items moving forward.

RECEPTION

6:00 PM – 8:00 PM

Florida Historic Capitol Museum
400 S. Monroe Street

pre-registration is required

FRIDAY, MAY 11



WALKING SESSIONS

10:00 AM – 3:00 PM

PROFESSIONAL PRACTICE

Explore professional practice in action by visiting cultural heritage institutions in and around Tallahassee

Conference attendees only

Conference goers are offered four sessions on Friday, two in the morning and two in the afternoon. Space is limited for each session, pre-registration required. If you have questions, please email societyofflarchivists@gmail.com.

For more information about these sessions, including walking and driving times to the locations, see the Walking Sessions page on the annual meeting website. Attendees are responsible for their own transportation to these locations.

Grove Museum

902 N. Monroe St., Tallahassee, Florida, 32303

The Call-Collins House at The Grove is one of the best-preserved examples of antebellum Greek Revival architecture in Florida. The house and grounds underwent an extensive private residence to public museum conversion under the leadership of the Florida Department of State and the site is now open to the public as The Grove Museum. Grove staff will lead a tour of the Call-Collins House and field questions about professional practice at the Grove Museum.

Bureau of Archaeological Research Collections and Conservation Laboratory and Mission San Luis

2100 W Tennessee St, Tallahassee, FL 32304

The Collections and Conservation Laboratory section of the Florida Bureau of Archaeological Research (BAR) is responsible for the preservation and curation of well over half a million artifacts which have been recovered from state-owned or state-managed lands. BAR staff will lead the session in exploring their holdings and facilities at the Laboratory.

This session also includes a self-guided tour of the grounds of Mission San Luis, the only reconstructed Spanish mission in Florida. As a living history museum, it is devoted to sharing the stories of its former Apalachee and Spanish residents. Knowledge of life at San Luis over three centuries ago comes from intensive archaeological and historical research—the site is the most thoroughly investigated mission in the southeastern United States.

**State Archives, State Library, and Bureau of
Archaeological Research Lab, 1:30 PM - 3:00 PM**

*R.A. Gray Building, 500 South Bronough Street, Tallahassee, FL
32399-0250*

This session will introduce participants to three neighboring units of the Florida Department of State that collect, preserve, and provide access to information and artifacts relevant to the study of Florida history.

Riley Center & Museum, 1:30 PM - 2:30 PM

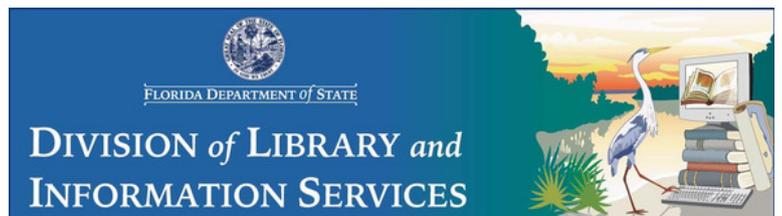
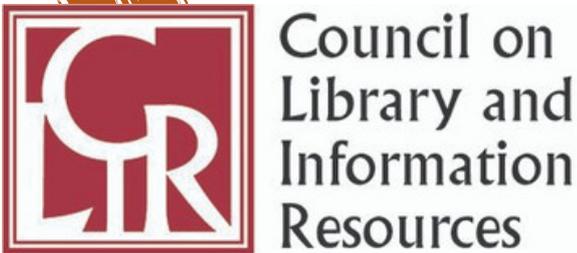
419 E. Jefferson Street, Tallahassee, Florida, 32301

The John G. Riley House is a 126-year old structure that celebrates one of Tallahassee's most influential men. As principal of the first public high school for blacks, Secretary of the Florida NAACP, member of the Negro Business League, and Grand High Priest of the Royal Arch Masons, Riley made an impact on the Tallahassee community. This visit to the historic Riley house offers the chance to experience the rich cultural heritage of African Americans in the south during the Reconstruction era.

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THE
GROVE
MUSEUM

