

## Promoting Openness & Accountability

*The Whitehouse Blog - Promoting Openness and Accountability by Making Classification a Two-Way Street.*  
 Posted by William H. Leary, 2009/12/29.

President Obama has issued a new executive order on "Classified National Security Information" (the Order) that addresses the problem of over-classification in numerous ways and will allow researchers to gain timelier access to formerly classified records. Among the major changes are the following: It establishes a National Declassification Center at the National Archives to enable agency reviewers to perform collaborative declassification in accordance with priorities developed by the Archivist with input from the general public; For the first time, it establishes the principle that no records may remain classified indefinitely and provides enforceable deadlines for declassifying information exempted from automatic declassification at 25 years; For the first time, it requires agencies to conduct fundamental classification guidance reviews to ensure that classification guides are up-to-date and that they do not require unnecessary classification; It eliminates an Intelligence Community veto of certain decisions by the Interagency Security Classification Appeals Panel that was introduced in the Bush order.

While the Government must be able to prevent the public disclosure of information that would compromise the national security, a democratic government accountable to the people must be as transparent as possible and must not withhold information for self-serving reasons or simply to avoid embarrassment.

President Obama's new Order strikes a careful balance between protecting essential secrets and ensuring the release of once sensitive information to the public as quickly and as fully as possible. It also comes after extensive online engagement with the public where more than 150 detailed and helpful comments from various stakeholders were received through the White House website.

This new Order replaces Executive Order 12958 that was issued by President Clinton in 1995 and later amended by President Bush in 2003. The President also issued a memorandum to heads of departments

and agencies that directs additional steps agencies should take as they implement the Order.

On January 21, 2009, President Obama signed a memorandum to the heads of executive departments

and agencies, calling for the Government to become more transparent and collaborative. In a May 27 memorandum, he directed the National Security Advisor to lead a review of EO 12958 and recommend revisions that improve transparency, openness, and interagency collaboration in the Government's treatment of national security information. The May 27 memorandum identified six priorities for this review: (i) establishing a National Declassification Center (NDC) to facilitate collaborative declassification review among government officials; (ii) addressing the problem of over-classification; (iii) facilitating the sharing of classified information among appropriate parties; (iv) appropriately prohibiting reclassification of previously declassified material; (v) specifying appropriate procedures for classification, safeguarding, accessibility, and declassification of information in the electronic environment; and (vi) otherwise improving openness and transparency in the Government's classification and declassification program, while affording necessary protection to the Government's legitimate interests.

The new Order takes numerous steps to address the six priorities set forth in the President's May 27 memorandum. 1) The Order establishes the NDC within the National Archives to streamline declassification processes, facilitate quality-assurance measures, and implement standardized training regarding the declassification of records determined to have permanent historical value. 2) Takes steps to address the problem of over-classification. 3) It calls for the greatest possible access to classified information by authorized persons. 4) Tightens restrictions on reclassification of information after its declassification and release under proper authority, particularly with respect to records that are in the legal custody of the National Archives. 5) Enhances the appropriate classification and declassification of electronic information by mandating the use of standardized electronic protocols and formats. 6) Promotes greater openness and transparency in classification and declassification programs. Complete blog at:

[www.whitehouse.gov/blog/2009/12/28/promoting-openness-and-accountability-making-classification-a-two-way-street](http://www.whitehouse.gov/blog/2009/12/28/promoting-openness-and-accountability-making-classification-a-two-way-street)

### Inside this issue:

The Whitehouse Blog	1
Presidential Address	2
Connect 2 Collections	3
Communiqué	4-6
Mote Marine	8



**John Nemmers**  
SFA President

## Presidential Address

Dear SFA Members,

I'm excited to be writing about several items that we can look forward to in the forthcoming year. First, of course, is our 2010 annual meeting in Tampa, which will be held in historic Ybor City during the first week of May. Tomaro Taylor at the University of South Florida is chairing the host committee, which includes a number of students from the USF School of Library and Information Science. They are considering several topics for pre-conference workshops, including cataloging archival materials, preservation, digitization, and the creation of podcasts. The Board is currently working with Tomaro and the committee to finalize hotel arrangements. Information about the meeting will be widely disseminated via the SFA web site, the email listserv, and regular mail, but please contact any members of the Board if you have questions or suggestions about the meeting.

In addition to the educational opportunities during the annual meeting in May, I am very pleased to announce that Florida will host four *free* Society of American Archivists workshops in 2010. As many of you are aware, several Florida repositories and institutions have partnered over the past nine years in an initiative called Opening Archives in Florida, which provides education and training to archivists and others who care for historical records. Since 2001, the Opening Archives partners have received LSTA grants to provide numerous EAD workshops, as well as workshops on technologies related to EAD. In December, we were informed by the National Endowment for the Humanities that we have been awarded a Preservation and Access Education and Training Grant to support our statewide education and training program, *Advancing Access and Preservation Best Practices in Florida*.

The primary goal of this education project is to provide training to archivists and others who care for historical records through a series of workshops covering preservation and access standards and practices including: preservation and management of photographs, minimal level processing, archival information systems, and descriptive standards. A secondary goal is to establish a level of expertise among key archivists and professionals in order to sustain and expand educational offerings in years to come. As such, the project will include surveys and evaluative tools in order to identify current education needs and future training priorities. The Society of American Archivists will conduct four workshops in Orlando, Tampa and Miami, on the topics listed above. Seating will be limited, but it will be at no cost to attendees. More information is forthcoming, and we will make announcements via email lists, web sites and other means.

I am very excited to be a part of the Opening Archives initiative, and I think that this grant is a significant milestone for Florida archivists. NEH Education and Training grants typically are awarded to regional consortia rather than at the state level, so I think it will be easier to go back for additional funding in upcoming years now that the precedent has been set. SFA members have both supported and benefited from the Opening Archives grants, and I hope that this relationship continues for many years. You will read elsewhere in this newsletter about another statewide grant effort, Connecting to Collections, which also holds great promise for the archival profession in Florida. I should mention before moving on that the Opening Archives team includes members from the Florida Center for Library Automation, the University of Florida, the Florida State University, the University of Central Florida, the University of Miami, the University of South Florida, and the University of West Florida.

In previous messages in this newsletter, I have discussed the important PAHR legislation pending in Congress. I am pleased that PAHR does have one Florida co-sponsor: Carl Van Ness at the University of Florida was successful in his efforts to convince Rep. John Mica to sign on as an original co-sponsor of the bill. Unfortunately, Rep. Mica is the only member of the Florida delegation to sign on as a sponsor, despite numerous calls, letters and emails made over the past several months by myself and many other members. Although time is running out during this session of Congress, I still encourage everyone to contact your representative in the U.S. House and urge him or her to sign on as a sponsor.

Which brings me to my last point: I believe that it is important for all of us to be engaged and working together to improve our profession. I think taking a leadership position in SFA is an excellent way to contribute to the profession, so please consider serving on the Board or on one of the committees. Besides, it is a great experience and you get to work with wonderful people from around the state.

## Connecting to Collections: Implementation Grant Submitted

In mid-December, the Connecting to Collections Steering Committee submitted an implementation grant application for \$743,209 to the Institute of Museum and Library Services (IMLS) for a two-year project to collaboratively develop emergency and collections plans for Florida's cultural heritage institutions.

Working in four regions, the Florida Association of Museums Foundation, Florida Art Museum Directors Association, Florida Department of State, Florida Library Association, Florida Public Archaeology Network, Florida Trust for Historic Preservation, and Society of Florida Archivists will develop cohort groups of collecting institutions. Each cohort group will include mentors and mentees for shared learning. Mentee plans will be developed over the course of nine months within a structured system of three daylong training workshops with regularly scheduled mentor/mentee meetings to review progress towards the plan. The workshops will include live webinars, discussions on how to apply the webinar training, and hands-on development of each organization's plan.

The third workshop in the series will include advocacy training to ensure that all participants have the tools needed to speak comfortably with elected officials about how their collections are significant assets to the community. That training will be implemented at a "graduation" event for each regional cohort group to which local elected officials will be invited. A video about the importance of collections will be presented and officials who support collections will be recognized. The four-minute video will be developed as part of the grant. It will help elected officials understand why collections matter, as well as their collective responsibilities in preserving our shared heritage. The video will also be available for wide distribution well beyond the regional cohort groups and the grant period.

To allow additional organizations or additional regions to participate beyond the two years of IMLS funding, a detailed handbook will be created so that the process can be replicated with funds raised locally in that region. The handbook will be available to those in Florida and around the nation who want to replicate this model. The handbook will include information about how to develop the program, specific content for each of the program components, organizational structure, and a budget. Participants will encourage peers to develop their own regional cohort groups and will disseminate information about the handbook widely.

### Planning

The project design evolved out of a planning process with two goals: A broad collections needs assessment to determine which Heritage Health Index recommendations need to be addressed in Florida. Educating elected officials about their responsibility to preserve collections held in public trust by Florida's government and non-profit organizations. An IMLS Connecting to Collections Planning Grant funded the planning phase. The College of Information at Florida State University is conducting the survey as an in-kind contribution.

### Dissemination of Resources and Looking to the Future

As resources are identified and developed, they will be shared on websites. Before the end of the first year, we will already have begun to look at how to expand the program beyond the initial four cohort groups. At the end of the two-year project, 24 Florida cultural institutions will have developed emergency plans and 24 will have developed collections plans. Elected officials in four regions will have participated in two events about the importance of collections. Equally important, the four regions will have developed collaborative cohort groups of collections professionals who can play a leadership role in their community in advocating on behalf of the importance of collections, and in creating collaborations to help preserve and conserve collections. This "multiplier effect" will lead to additional cohort groups who can, in turn, play leadership roles in their communities to help preserve and conserve collections – in Florida and around the nation.

The Steering Committee should hear back from IMLS in late March or early April.

*Burt Altman*

*Member, Connecting to Collections Steering Committee*

*SFA Immediate Past President*

## Communiqué

### ANNOUNCEMENTS

Save the date for the grand opening of the Broward County Historical Commission and Museum, 301 SW 13<sup>th</sup> Ave (Harmon Ave), Fort Lauderdale, in the restored West Side School building in Sailboat Bend Historic District, on Thursday, February 4 at 4 pm. The expanded facility will feature new gallery exhibits, research library, historical archive and archeological artifacts.

... The Florida Gulf Coast ARMA Chapter is interested in contacting potential speakers on the topic of Preservation of Digital Records for its monthly program on June 15 in the Plant City area. If you are interested in making a presentation, please contact Rosemary Hayes at [rosemary.hayes@ci.tampa.fl.us](mailto:rosemary.hayes@ci.tampa.fl.us) or Donna Read at [dlread@verizon.net](mailto:dlread@verizon.net).

... The [Arab American National Museum](#) is issuing a nationwide call for stories and artifacts for potential inclusion in its exhibition, Arab Americans in Service to Our Country, set to open in February 2012. The AANM is seeking items that represent the diversity of the Arab American experience. Potential items include: oral histories; medals, awards and other honors; letters and documents; personal objects; uniforms or other clothing worn by servicepersons; or photographs and memorabilia collected during the period of service. For more information, contact [Suzy Mazloun](mailto:Smazloun@accesscommunity.org) ([Smazloun@accesscommunity.org](mailto:Smazloun@accesscommunity.org)), curator of collections.

... Museums Advocacy Day 2010 will take place March 22-23 in Washington, D.C. This two-day event will bring together museum advocates and professionals from across the country to take our case to Capitol Hill. Next year's federal budget looks to be even leaner than this year's, so it's more important than ever for museum advocates to take advantage of this opportunity to take a unified message to Congress about museum priorities. Visit [aam-us.org](http://aam-us.org).

... On November 6 the U.S. Senate voted to confirm David Ferriero as the 10th Archivist of the United States. Ferriero was the Andrew W. Mellon Director of the New York Public Libraries.

... On Oct. 13, the Senate Finance Committee became the fifth and final Congressional Committee to pass a health care reform bill, voting 14-9 to approve S. 1796, America's Healthy Future Act. This Committee's version is important to the museum community in that proposals to finance the bill included limiting the deductibility of charitable gifts.

Several provisions included in S. 1796 could affect museums and other nonprofits. Nonprofits with fewer than 25 employees and average annual wages of less than \$40,000 would be eligible for a tax credit to help offset the cost of providing healthcare to employees. AAM has been working with the nonprofit community to ensure that nonprofits are

not left out of this provision originally intended to help only for-profit small businesses. In the House, Rep. Betty McCollum (D-Minn.) is leading an effort to extend small business tax credits to nonprofits.

... Thomas Hoving, who served as director of the Metropolitan Museum of Art in New York City for a decade beginning in 1967, died of lung cancer at age 78 in his Manhattan home on Dec. 10. According to Michael Kimmelman of the *New York Times*, Hoving was "probably the most influential and innovative museum official of the postwar period."

### CONFERENCES/WORKSHOPS

The 2010 SFA Annual Meeting will be held in Tampa, May 5-7. This year's conference promises interesting and informative sessions and workshops on such topics as: cataloguing archival collections in OCLC; preservation skills for non-preservationists; and implementing digital objects on the Web. A new component, graduate student poster sessions, will be offered to encourage both open discussion and networking for members and affiliates. Please stay tuned to the SFA listserv and website for regular updates on registration, housing and conference sessions.

If you would like to be considered as a conference speaker, donate items for the Silent Auction, or sponsor the event, please contact Conference Committee Chair Tomaro Taylor at [ttaylor@lib.usf.edu](mailto:ttaylor@lib.usf.edu) or 813.974.5750. We (Tomaro and her committee of USF graduate students: Jean Carey, Kathryn Corrigan, Ava Iuliano, Cyrana Wyker & Marjorie Young) look forward to seeing you in Tampa!

... Legal Issues in Museum Administration, March 24-26, Miami Beach, [www.ali-aba.org/index.cfm?fuseaction=courses.course&course\\_code=CR005](http://www.ali-aba.org/index.cfm?fuseaction=courses.course&course_code=CR005).

... The Florida Library Association's 2010 Annual Conference in Orlando is April 7-9.

... The ARMA Southeast Region Conference will be hosted by the Florida Gulf Coast Chapter of ARMA, April 22-23 at the Safety Harbor Spa and Resort, [www.fgcarma.org/index.htm](http://www.fgcarma.org/index.htm).

... The 2010 AAM Annual Meeting will be in Los Angeles, May 23-27.

The 2010 ALA Annual Conference will take place June 24-29 in Washington DC.

... The International Foundation for Cultural Property Protection 12th Annual Conference will be held at the historic Palace Hotel in San Francisco, August 21-25, [www.ifcpp.org/conference-schedule/2010-annual-conference](http://www.ifcpp.org/conference-schedule/2010-annual-conference).

### RESEARCH

Member Seth H. Bramson, who is Adjunct Professor of History at both Florida International University and Barry University is now working on his 18th book, *Hallandale Beach, Florida: For More Than 90 Years, Broward County's City of Choice*. Seth welcomes information about Hallandale from any of our members and would be delighted to hear from you by email



[mrfec@yahoo.com](mailto:mrfec@yahoo.com) or by phone at 305.757.1016.

... The producers of the multi-award-winning science film, *Volcanoes of the Deep Blue Sea*, are making their film available free to museums on Blu-ray or in HD. Formerly shown only in IMAX format, *Volcanoes of the Deep Blue Sea* has broadened understanding of basic scientific concepts, from evolution to the prospect of life on extraterrestrial bodies to the origins of life itself. A free companion Teacher's Guide is available beginning Jan. 15. The film can be obtained by contacting Science Director [Richard Lutz](mailto:rlutz@marine.rutgers.edu) (rlutz@marine.rutgers.edu).

#### EXHIBITS

*War in Florida Waters 1942–1943, Puddle Jumpers of Lantana*, to open at the Richard and Pat Johnson Palm Beach County History Museum, West Palm Beach, Feb 9–July 16.

... The Henry B. Plant Museum presents *Facing the Late Victorians: Portraits of Writers and Artists from the Mark Samuels Lasner Collection* March 5-June 5.

Enjoy the rich history of Gasparilla—Tampa's oldest and most fun loving community festival at the Henry Plant Museum. The new exhibit, *Gasparilla: A Tampa Tradition (right)* explores Tampa's premier party, attended by a motley crew of the famous and infamous, the wanna-be's and used-to-be's, the beautiful people and bad dudes from Jan 15-Feb 14.

#### FUNDING

The Goizueta Foundation has donated \$2.4 million to the University of Miami to support a comprehensive university-wide plan that will enhance and expand the reach of the Otto G. Richter Library's Cuban Heritage Collection. The gift will also establish prestigious fellowship programs within the UM Libraries and the College of Arts and Sciences and launch a lecture series with the world-respected Institute for Cuban and Cuban American Studies.

... The Boynton Beach City Library has been awarded a NEH preservation assistance grant that will help purchase appropriate archival supplies. As a result, more of the collection will be available to the public for research. Also, check out Janet Devries' blog at [boyntoncityblog.wordpress.com/2010/01/05/new-history-exhibit-celebrates-90-years-of-leadership/](http://boyntoncityblog.wordpress.com/2010/01/05/new-history-exhibit-celebrates-90-years-of-leadership/).

... The Department of Archives & Special Collections at Olin Library at Rollins was recently awarded a Preservation Assistance Grant for Smaller Institutions from the NEH. The funding will enable the college to hire a preservation consultant and conduct a comprehensive assessment of the current conditions, policies, and practices at Rollins Archives and Special Collections. The goal of the project is to develop a master plan

based on the consultant's recommendations and to take specific actions to ensure the preservation of the college's rare collections for the general public and generations of students, faculty, and other scholars.

... To nominate a colleague for the Society of Florida Archivists Award of Excellence, check out our website at: <http://www.florida-archivists.org/award.htm>.

... Need funding to attend the upcoming SFA Annual Meeting in Tampa? Click on the link to find scholarship information: <http://www.florida-archivists.org/scholarship.htm>.

... Do you know of an individual or organization that has made an outstanding contribution to the archives profession or promoted greater public awareness of archives? Have you published a groundbreaking book, written an outstanding article, or developed an innovative finding aid? Do you need financial assistance to attend graduate school or a professional conference or institute?

SAA offers 18 opportunities for professional recognition and financial assistance. **Deadline is February 28, 2010.** Please visit <http://www.archivists.org/recognition/index.asp>

... The Emily Hall Tremaine Foundation offers curators, in partnership with an established nonprofit exhibition space, a grant of up to \$150,000 for the realization of an innovative thematic exhibition concept that challenges the boundaries of contemporary art. Info at [Tremainefoundation.org](http://Tremainefoundation.org), the deadline is March 5.



#### OTHER/WEBSITE LINKS

Do you have a family member that served in the Vietnam War? Footnote.com has created an interactive Vietnam Memorial Wall where you can search for and view individual names on the wall, as well as information about the individual (rank, years of service, casualty type, etc.). You can also add an image, a story, or other comments to the name, <http://go.footnote.com/thewall?sssdmh=dm13.169537>. Previously published in *RootsWeb Review*: 11 June 2008, Vol. 11, No. 16.

... Links for help with digitizing scrapbooks: <http://www.bcr.org/training/schedule/programdetail.php?programid=297> <http://archivesmonth.blogspot.com/2009/10/few-words-on-scrapbook-preservation.html>

Online Journal Links:

**Ariadne** <http://www.ariadne.ac.uk/>

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**Complete list:** [www.florida-archivists.org/  
officers\\_committees.htm](http://www.florida-archivists.org/officers_committees.htm)

The Florida Archivist is a quarterly newsletter filled with important information about the archival profession in Florida and activities in archival repositories. The newsletter accepts press releases; conference, workshop, and job announcements; news about exhibits; information about grant opportunities; archival-related articles with photographs, and related topics. Send information to the newsletter editor (see contacts). SFA welcomes your comments and suggestions.

Individuals and companies may choose to advertise in the newsletter.

Deadline for submissions are January 15, April 15, July 15, and October 15.

Issues from the last two years, including the current issue, are available in PDF on the SFA website.

To opt-out of receiving your issue in the mail, please e-mail: [michael.zaidman@jimmoranfoundation.org](mailto:michael.zaidman@jimmoranfoundation.org).

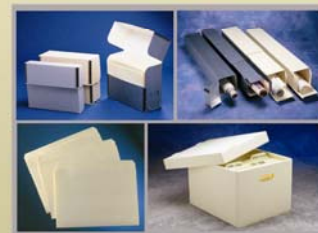
American museums have been at the forefront of important environmental education initiatives for many years. AAM urges institutions to renew those efforts in 2010 as we prepare to celebrate the 40th anniversary of Earth Day on April 22.

AAM is working with the [Earth Day Network](http://earthday.net) (earthday.net) to develop a toolkit for museums, suggesting how institutions might put these global issues front and center in 2010 and beyond. AAM will also be an active participant in the week-long festivities surrounding this milestone that will take place in April on the National Mall in Washington, D.C.

Tell us how your museum is putting the principles embodied in Earth Day into practice. E-mail your stories to [mediarelations@aam-us.org](mailto:mediarelations@aam-us.org).



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## SFA Membership Application

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**If student, indicate school name**

**Mail to:**

**Society of Florida Archivists**

**P.O. Box 2746**

**Lakeland, FL 33806-2746**

We invite you to join the Society of Florida Archivists. Don't miss the continuing education opportunities offered by SFA each year, information about what's happening in archives in Florida in **The Florida**

**Archivist** and the chance to mix with other archivists at the SFA Annual Meeting.

Specific benefits of Individual Membership are:

- ♦ Reduced registration fees for all of the Society's events.
- ♦ Subscription to *The Florida Archivist*
- ♦ Full voting privileges in elections and at the annual business meeting.
- ♦ Eligibility for leadership positions in the Society.
- ♦ Discount on selected archival publications.

Membership in the **Society of Florida Archivists** helps all of us keep in touch with important archival developments and make a valuable contribution to the profession within the State. We hope you will become a part of this effort!



Courtesy of the Henry Plant Museum

*Archivists mingling or just in Tampa?*

*continued from page 5*

Quarterly journal on digital library initiatives and related topics

**Current Cites** <http://lists.webjunction.org/currentcites/>

Monthly citations to IT literature for libraries, archives, and museums

**D-Lib Magazine** <http://www.dlib.org/>

Monthly news about digital libraries and collections

**DigiCULT** <http://www.digicult.info/>

Publication series on cultural heritage and the information society

**The Filter** <http://cyber.law.harvard.edu/home/filter/>

Monthly newsletter regarding topics related to Internet law and society

**First Monday**

<http://www.firstmonday.org/>

Monthly journal on the Internet and related digital and cultural work

**In the Know**

<http://www.publicknowledge.org/news/intheknow/>

Semimonthly news about intellectual property and the information commons

**JoDI (Journal of Digital Information)**

<http://jodi.tamu.edu/>

Monthly journal on managing information in digital environments

**NISO Newslines**

<http://www.niso.org/news/newslines/>

Monthly summary of articles pertaining to information standards

**RLG DigiNews**

[http://www.rlg.org/en/page.php?Page\\_ID=12081](http://www.rlg.org/en/page.php?Page_ID=12081)

Bimonthly newsletter on digitization and digital preservation

Special thanks to newsletter assistants Erin Santana and Nicole Shuey for editing this newsletter and helping to stamp and seal the hard-copy versions of this newsletter.

Society of Florida Archivists  
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*The Society of Florida Archivists is an organization of individuals and institutions who share a concern for the identification, preservation, and use of records of historical value. It is dedicated to the dissemination of information about such records and about sound archival methodology.*

## Two Environmentally-Centered Collections Available Online

The Mote Marine Laboratory, a marine research facility located in Sarasota with field stations in Charlotte Harbor and Summerland Key, is digitizing two collections unique to Southwest Florida through a grant from the Library Services and Technology Act. Over the next year, Mote library staff members Erin Mahaney (*in photo*) and Lisa Naidoo, led by library director Sue Stover, will take steps to preserve and make available over 2,800 records on a variety of subjects. The first collection consists of material from an early biological research facility called the Bass Biological Laboratory and the second collection, Mote Technical Reports, consists of technical reports produced by Mote staff over the years.

Together these two collections will provide valuable data on Florida's environment, especially the Gulf Coast, from the 1930s to the present.

The Bass Biological Laboratory operated during the 1930s and 1940s, and was the first year-round collecting station in the region and the first co-educational research field station in Florida. The Bass Laboratory collection includes varied correspondence, invoices, maps, permits, photographs,



telegrams, field notes, ecological and meteorological data, species lists, personal papers and more. The rescue and ongoing preservation of these documents has been a twenty-year process spearheaded by Mote scientist Dr. Ernest Estevez. These records provide valuable material for researchers on the biodiversity, coastal ecology, and socio-economic conditions of 1930-1940s Florida.

This project also seeks to preserve records of research produced by Mote Marine Laboratory staff. Mote Technical Reports reflect the extensive environmental research performed by staff since the mid-1950s. Subjects of these reports include: red tide studies, marine aquaculture, coastal and estuarine ecology, sea turtles, marine mammals and invertebrates, fish and fisheries management, and

more. Long-term goals of this project include expanding outreach and raising awareness of both collections, and developing a sustainable preservation strategy for the original records.

These unique collections will be available to the public through DSpace, an open-source digital repository system accessible through Mote Marine's Library website. Visit these collections at <https://dspace.mote.org/dspace/>.