

2018 Society of Florida Archivists Annual Meeting Program

Tuesday, May 8

PRECONFERENCE WORKSHOPS

Located at Strozier Library, Florida State University

9:00 a.m. – 5:00 p.m.: Optional Preconference Workshops (extra cost)

**“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. For more information and to register, visit the event page. [Note: This MUST be paid for separate from annual meeting registration fees]

**“Disaster Preparedness and Response Workshop”
Annie Peterson (Lyrasis)**

This full-day workshop will cover disaster preparedness and response for cultural heritage collections. 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, so participants can gain skills to assess and mitigate risks at their own institution. 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. For more information and to register, visit the event page. [Note: This MUST be paid for separate from annual meeting registration fees]

5:00 p.m. – 8:00 p.m.: Registration (LeRoc Lounge, Main Level, Hotel Duval)

6:00 p.m. – 8:00 p.m.: Welcome Reception at LeRoc Lounge, Main Level, Hotel Duval (pre-registration is required)

Wednesday, May 9

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

8:00 a.m. – 12:00 p.m.: Registration (Level 8 Bar Lobby)

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

8:00 a.m. – 9:00 a.m.: Breakfast (provided to registered attendees; Level 8 Bar Lobby)

9:00 a.m. – 9:30 a.m.: Welcome

9:30 a.m. – 10:30 a.m.: Panel Session #1

“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 made five large-scale strategic changes in the library and archive. TRI had to transition 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. During this presentation, TRI's Associate Librarian, Special Collections Coordinator, Library Assistant, and Digital Projects Assistant will highlight the possible ways that your library can generate revenue. This revenue can then be used in a variety of ways to support your institution, whether it be for funding digitization projects or for bringing new staff on-board to help process large archival collections. No matter what tools your library is using, all libraries want to streamline their workflows while raising their profile. TRI has learned a lot through this period of change and would love to share what they have learned to help other institutions meet new and changing goals.

10:30 a.m. – 10:45 a.m.: Break

10:45 a.m. – 11:45 a.m.: Panel Session #2

“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. Jaime Fogel, Collections Manager at Bok Tower Gardens, recently completed three-year cataloging project processing more than 150 linear feet of materials and creating 1,100 finding aids to provide access to the vertical files of the Anton Brees Carillon Library. Heidi Connor of the Ringling Museum, participated in a collaborative digitization project awarded in 2017 to FSU-The Ringling Archives, Milner Library, Illinois State University, Bloomington, Illinois, and Circus World Museum, Baraboo, Wisconsin to provide online

access to circus route books, highly desirable to a range of researchers. Joy Banks, Interim Grants Officer at CLIR, has experience on both sides of the table: as a successful applicant and now as a grant officer. 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.

11:45 a.m. – 1:00 p.m.: LUNCH (on your own)

12:00 p.m. – 1:00 p.m.: Brown Bag Session (Onyx Boardroom, Lower Level, Hotel Duval)

“Challenges for Lone Arrangers”

Ruth Slagle, The Baptist College of Florida

Tomaro Taylor, University of South Florida

Many archivists in smaller repositories face the familiar challenges of limited funding, limited time to devote to projects, insufficient labor, and inability to secure necessary materials and equipment. How do lone arrangers in the State of Florida meet these and other challenges in their archives? How do they identify and establish networks to support each other? 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. *Attendees should note that comments made during the discussion may be summarized for an article in the Society of Florida Archivists Journal.

Lunch will not be provided. Attendees may purchase lunch items from LeRoc Lounge and bring them to the Onyx Boardroom for this session.

1:00 p.m. – 2:00 p.m.: Panel Session #3

“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. Dr. Hendry Miller will discuss collections relating to Florida Industrial/Training Schools in the State Archives' holdings and the restriction and access guidelines in place to ensure that confidential information is safeguarded. Isabella Folmar will discuss the collections relating to the Florida Legislative Investigation Committee, the Florida State Hospital, and certificate files within the State Archives' holdings, and will outline procedures for providing access to these collections. Chip Birdsong will provide a brief overview of the Florida Master Site File and its role in historic preservation, including a description of our restricted data sets, what makes the information sensitive, and procedures for distributing the data. Dr. Kurt Piehler and Mike

Kasper will provide an overview of the sensitive and restricted records within the manuscript collections of the Institute on World War II and the Human Experience. The panel will conclude with a 15-minute open discussion session, allowing attendees to network with panelists and each other to share their experiences in providing access to sensitive or restricted collections in order to reach solutions to better serve the needs of their patrons.

2:00 p.m. – 3:30 p.m.: Individual Papers Session #2

“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 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

Many archival institutions understandably devote the vast majority of their financial and human resources to physical processing, digitization, and reference duties. Yet, many archival repositories struggle to make all of their finding aids, especially their legacy finding aids, available online for researchers. 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. In 2016, the department launched a two-phase process for achieving this goal. 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. The department's ultimate goal is to replace the temporary Content DM collection with permanent, searchable, and discoverable archival finding aids representing the whole of the archives' manuscript collections.

“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.

3:30 p.m. – 3:50 p.m.: Break

3:50 p.m. – 5:00 p.m.: Individual Papers Session #3

“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. Data was also collected to understand the impact of hurricanes Harvey and Irma on the regions. 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.

6:00 p.m. – 8:00 p.m.: Evening Social/Reception, 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 a.m. – 11:30 a.m.: Registration (Level 8 Bar Lobby)

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

8:00 a.m. – 9:00 a.m.: Breakfast (provided to registered attendees; Level 8 Bar Lobby)

8:00 a.m. – 8:45 a.m.: SFA Board of Directors Meeting (Tentative: Onyx Boardroom, Lower Level, Hotel Duval)

8:45 a.m. – 9:00 a.m.: Exhibitors' Introductions

9:00 a.m. – 10:00 a.m.: Panel Session #4

“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

Thus far, the archival community has been slow to adopt ArchivesSpace as a collection management tool, in the face of migration headaches and new tool trainings. However, a few Florida institutions have made the leap from older collection systems to ArchivesSpace in the last few years and they have learned a lot in the process. While some of these institutions have simply added a new instance and entered new content onto a clean slate, others underwent a full migration and faced dirty data challenges. This panel is an opportunity for early adopters to talk about their experiences and lessons learned with ArchivesSpace, as well as share the new workflows and documentation they have created in the process for the benefit of the larger Florida archives community. Topics of discussion will be wide ranging and comprehensive, covering everything from technical glitches and system specs all the way to student and staff training materials. This discussion will benefit from the expertise of both archivists and systems administrators. It is our hope that this panel provides a space for frank discussion, a set of

shareable “help” resources, and a boost of confidence for those who are considering a move to ArchivesSpace in the future.

10:00 a.m. – 11:00 a.m.: Annual Business Meeting

11:30 a.m. – 1:00 p.m.: Luncheon (Shula’s 347 Grill, Main Level, Hotel Duval)

Keynote Address by Dr. Jennifer Koslow

1:00 p.m. – 1:45 p.m.: FYI Session #1

“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.

1:45 p.m. – 2:15 p.m.: Lightning Discussion #1

“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. Following their brief talks, there will be an opportunity for the audience to interact and engage with the presenters. Attendees in the early stages of their careers will leave with valuable tips about how to enhance their archival experience and advance in the profession.

2:15 p.m. – 3:30 p.m.: Happy Hour with Exhibitors (refreshments will be provided)

3:30 p.m. – 4:30 p.m.: Panel Session #5

“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.

4:30 p.m. – 5:00 p.m.: Lightning Discussion #2

“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.

6:00 p.m. – 8:00 p.m.: Thursday Evening SFA Reception, Florida Historic Capitol Museum, 400 S. Monroe Street (pre-registration is required)

Friday, May 11

Professional Practice Sessions

10:00 a.m. - 3:00 p.m. Walking sessions exploring professional practice in action by visiting cultural heritage institutions in and around Tallahassee.

These sessions are for 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, so please sign up in advance at the [Sign-Up Google Doc](#). Feel free to add your name to sessions at or over capacity; all additional names will be added to a waiting list, and the Annual Meeting Committee will consider adding sessions for popular locations. If you have questions or concerns about these sessions, 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.*

10:00 am - noon: 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.

10:00 am - noon: 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.

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

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.

1:30-2:30 pm: Riley Center & Museum

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.