



Archives Spotlight

We Have Now Reached Our Cruising Altitude: The Records of Pan Am take Flight in the Cloud

By Gabriella Williams
Digitization Grant Project Manager
Otto G. Richter Library, University of Miami



From brochure entitled, Pan Am's How-To Book of Group Travel, 1963

Ladies and gentlemen, you are now free to move about as you wish. That is, free to roam the new digital collection of the University of Miami's [Pan American World Airways, Inc. Records](#). Founded in 1927 and in operation for nearly seven decades until its ultimate dissolution in 1991, the legacy of this truly remarkable company is now online and readily accessible to the public.

The physical records of Pan American World Airways, Inc., which have been held at the University of Miami Libraries Special Collections since their [acquisition](#) in 1992, comprise one of the largest and most comprehensive collections of aviation history in the country. Measuring 1,500 linear feet, these records document one of the world's most iconic airlines, dramatically illustrating the growth of commercial aviation in the United States and around the world. The collection distinctly chronicles the life of a company which, along with such legends as Charles Lindbergh, forged new and important aerial routes to South America, the Caribbean, Africa, Europe, Asia and the Pacific. Its influence on aviation technology and airport development is unparalleled, perhaps most notably for the Miami-Dade area where Pan Am was once based and whose [airport](#) is now the "second busiest for international passengers as well as the top U.S. airport for international freight" – a rather befitting outcome considering the company began operations with its first flight to Havana, Cuba transporting sacks of mail. The airline's Dinner Key Terminal on Biscayne Bay now serves as Miami's City Hall.

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Message from the President



*Susan Swiatosz
SFA President*

Dear SFA Members,

The New Year has started and that brings thoughts of resolutions, and setting goals for the coming months. At some point last year, I read the Society of Georgia Archivists Strategic Plan and it got me thinking about putting together a more formal plan for SFA. In October SFA Vice President Britt Farley,

Treasurer Jay Sylvestre, and I met to discuss planning and budgeting for 2018. We decided to work on three tasks towards preparing a strategic plan: writing a mission statement, sending out a membership survey, and putting together a 3-year budget.

It surprised us that SFA does not have a mission statement. There are group objectives listed in the SFA By-laws, but for purposes of a strategic plan, we have no succinct mission statement. We propose the following: **The Society of Florida Archivists supports the archival community by promoting information exchange and education of archival best practices to preserve and make accessible physical and digital collections with a commitment towards creating a more diverse profession and historical record.**

This statement will be on the next election ballot, for approval by SFA membership. We would like to ask for comments so that we can fine-tune the mission statement before we send out the ballots in the spring. Please email me your ideas at sswiatosz@boyntonlibrary.org before February 13.

To aid the executive board in the planning process, we will be sending out a survey to all members in the next month or so. We have some ideas for programs and benefits for members, but we would like direction and input from you. So keep an eye on the listserv postings and please respond to the survey so we can include your ideas in our planning process.

Continued on Page 8

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2018 Conference Calendar



Society of Florida Archivists
May 8 — 11, 2018
Tallahassee, FL

Florida Historical Society
May 17 — 19, 2018
Sarasota, FL



Florida Library Association
May 23 — 25, 2018
Orlando, FL

Society of American Archivists
August 12 — 18, 2018
Washington, D.C.



Florida Association of Museums
September, 2018 (tentative)
Naples, FL

Association of Moving Image Archivists
November 28 — December 1, 2018
Portland, OR



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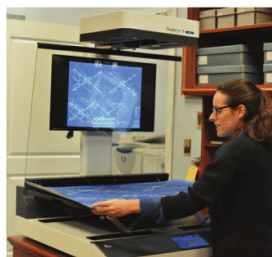
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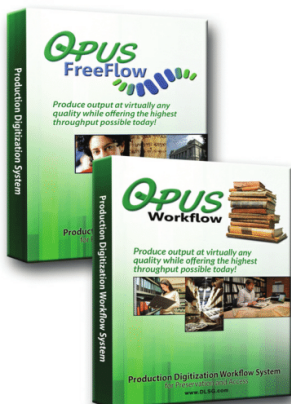
Essential Digital Age Tools for Archivists

Opus4
Workflow

- Design & manage digitization projects
- Implement & manage a data migration plan
- Create course curriculum materials
- Host 3-D collections on the web
- Print books on demand



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Bookeye 4 V1 C35 Scanner

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SFA Member



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Member and Institutional News

Thank You to Our Donors

SFA would like to thank **Dorothy J. Fields**, C.A., Ph.D. and **Gilbert V. Gott** for their donations. Dr. Fields made her donation in honor of Dr. Daniel T. Williams, Ph.D., C.A. and SAA's first black Fellow and ACA charter member. A native of Miami, FL at the time of his death, he was Head University Librarian at Tuskegee University. Mr. Gott asked that his donation be added to the Judith Beale Scholarship fund. Many thanks for your support!

Central Florida Archivist Group Met Last August

Members of the Central Florida Archivist Group met up last August at Henry B. Plant Museum for a friendly get together. This special group provides members from Central Florida with the unique opportunity to share regional expertise, resources, and practices. Additionally, to discuss, explore, and showcase different, diverse collections.

Interested in joining? Reach out! Great opportunities awaits.



Kristin Fiato, Stetson Law; **Bud Cunnally**, ETC (SS) Ret. USN & **Sandy Dines**, Orange Cty. History Museum; **Sue Rishworth**, consultant; **Lisa Petrillo**, Florida Institute of Technology; **Kay Garsnett**, Mote Marine; **Susan Carter**, Henry Plant Museum.

Society of Florida Archivists Journal (SFAJ): An Update

The *SFAJ* Editorial Board would like to update the SFA community about its progress on the highly anticipated inaugural journal release. Though our editorial team has not accomplished our ambitious goal of debuting content in December of 2017, we are excited to announce that there has been no shortage of quality submissions. Thanks to our ambitious authors and our volunteer peer reviewers, we are diligently working through the review and copyediting stages of our editorial workflow, and on track for a **February 2018** publication date. More announcements and updates about our progress will be made available on the Journal's home page at <http://journals.fcla.edu/sfaj>, so stayed tuned.

Still interested in submitting content to the Journal? Great! Go to the Journal's website at <http://journals.fcla.edu/sfaj/about> and read about our mission, policies, and submission procedures. Your content could be in our next issue!

The SFAJ Editorial Board: Rachel Walton, Tomoro Taylor, Andrea Malanowski, Jinfang Niu, Hannah Davis, and Rachel Simmons

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Imperial Designs

From the Hapsburg's Herend to the Romanov's Faberge

Press Release, Henry B. Plant Museum

Media Contact: Lindsay Huban
Henry B. Plant Museum
813.258.7302
lhuban@ut.edu

Tampa, FL (December 27, 2017) – The Henry B. Plant Museum is pleased to announce a new exhibit, **Imperial Designs: From The Hapsburg's Herend to the Romanov's Faberge**. This exhibit showcases an exquisite collection of porcelains and decorative arts that harken back to the grand dynasties of 19th century Europe and Asia. Included in the exhibit are a dozen rare Fabergé designs featuring a lacquered box, elegant cigarette cases, a chamberstick, and a gold mounted brooch. Other treasures include Russian eggs presented by tsars; Imperial Porcelain Factory china from imperial yachts including the royal private yacht *Livadia*; an impressive collection of Herend china from Hungary with patterns ordered by the Russian Tsar, royal houses and eminent customers. These amazing pieces are all from the private collection of Kathy Durdin.

Several Russian pieces take center stage in the exhibit. The Durnovo Casket, presented to Ivan Nikolaevich Durnovo, a high ranking official in the Russian government, is lovely enameled silver gilt openwork over sheets of lapis lazuli made by the Ovchinnikov firm. Visitors may recognize the frescoes of renaissance artist Raphael highlighted in the Raphael service. These pieces feature allegorical figures from frescoes in the Vatican. This service was commissioned in 1883 during the reign of Alexander III.

During the last quarter of the 19th century, Henry Plant and other wealthy Americans traveled extensively in Europe, absorbing the culture and acquiring treasures that they brought back to the United States. This exhibit brings together a collection of items similar to what these travelers would have seen while visiting the great courts of Europe. Plant himself ordered and used Herend china at the Tampa Bay Hotel in the 1890's.



Raphael Service [157-162]



Casket [156]

Imperial Designs: From the Hapsburg's Herend to the Romanov's Faberge opens on **March 23rd** and runs through **December 23, 2018**. The exhibit will open with a lecture by Kathy Durdin and reception at the Museum on March 23rd. Entrance to the exhibit is included with admission to the Museum.

This exhibit has been graciously underwritten by BNY Mellon, Greenberg Traurig, KPMG in honor of Kathy Woodard, and The Bank of Tampa.

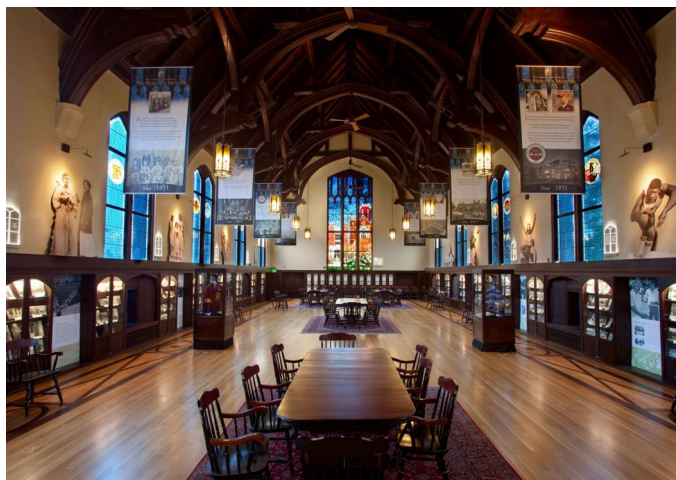
Additional photos available by request.

The Henry Plant Museum interprets the turn-of-the-century Tampa Bay Hotel and the lifestyles of America's Gilded Age. Critical to the success of this mission is the restoration and preservation of this National Historic Landmark, an opulent 1891 railroad resort, and the artifacts significant to its history, and the life and work of Henry Bradley Plant. The Museum is open Tuesday through Saturday, 10 am to 5 pm, Sunday, noon to 5 pm. Closed Mondays and select other dates. Admission is \$10 per adult, \$7 for seniors (65 yrs.), \$7 for students and \$5 for children 4 – 12 yrs. Museum Members free.

Annual Meeting 2018

Join us in Tallahassee in May for the SFA Annual Meeting!

SFA will be celebrating its 35th anniversary in the Capital City this May! Our Annual Meeting will be held May 8-11, 2018 in Tallahassee. Our host hotel, and location for the sessions of the conference, is The Hotel Duval, Auto-graph Collection, 415 N Monroe St, Tallahassee, FL 32301. The hotel block is now available. You can make reservations by visiting the Marriott site, <https://goo.gl/qNJ1D9>. The last day to book a room getting the special group rate of \$129.00 USD per night is **April 9, 2018**.



FSU Heritage Museum

The Planning Committee has been hard at work getting together a schedule of events that will be both educational and entertaining. Our preliminary schedule is as follows:

- **Tuesday, May 8:** Two concurrent workshops will be held at Florida State University's Strozier Library. One is a SAA DAS course, Building Advocacy and Support for Digital Archives (day-long) and the other combines two half-day Lyris courses for Disaster Planning and Preparedness (day-long). The day will be capped with a Happy Hour Reception at the Hotel Duval.
- **Wednesday, May 9:** Breakfast and Sessions at the Hotel Duval followed with an evening reception at the Florida State University Heritage Museum.
- **Thursday, May 10:** Breakfast, Sessions, the SFA Annual Business Meeting, All-Attendee Luncheon with guest speaker, Dr. Jennifer Koslow, Exhibitors' Afternoon Happy Hour and the SFA Anniversary Reception at the Florida Historic Capitol Museum.
- **Friday, May 11:** As part of this year's annual meeting, Friday will be dedicated to walking sessions exploring professional practice in action by visiting cultural heritage institutions in and around Tallahassee. Planned locations include The Grove, The State Library and Archives and State Archaeological Research and Conservation Laboratory, Mission San Luis and The Riley House Black Heritage Tour.

Look for more details about the schedule as it gets finalized on the event's web page at <https://floridaarchivists.wildapricot.org/Annual-Meeting-2018>.

Registration for the pre-conference, the conference and our Friday walking sessions is forthcoming – be sure to keep an eye on the SFA website, Facebook and the listserv for when it becomes available.

If you have any questions regarding the Annual Meeting, please contact Sandra Varry (svarry@gmail.com) or Britt Farley (bm12g@my.fsu.edu).

From the 2018 SFA Annual Meeting Planning Committee:

Sandra Varry, Britt Farley, Rory Grennan, Robert Rubero, Tyeler McLean, and Krystal Thomas

...Continued

Archives Spotlight, continued from front page

Pan Am, as it is colloquially known, has captured the imaginations of scores of travelers across the globe, and the collection has become an invaluable source of information for scholars, students, and former Pan Am employees, as well as generations of travelers researching fragments of their own and their families' lives. In 2014, under a Detailed Processing Grant awarded by the National Historical Publications & Records Commission (NHPRC), UM Libraries completed a project which included organizing and rehousing the collection, addressing long-term preservation issues, cataloging various materials, and creating a folder-level EAD finding aid. Additionally, a website entitled "Cleared to Land" was created in Ome-ka to spotlight the newly transformed collection.



Map showing new air routes from Pacific Alaska Airways Timetables brochure dated April 1, 1935



Cover of *Clipper*, vol. XXI, no. 4, May 1964:
"Top: Pan Am's new Administration Building on site of Miami's first international terminal.
Bottom: New overhaul base buildings and hangars, part of complex on 36th Street [Miami]"

Seeking to build on the success of the processing project and further increase access to one of its most used collections, UM Libraries was awarded a second grant from NHPRC in 2016 to digitize one of the most frequently used [series](#) in this collection. The Printed Materials series provides a unique perspective of Pan Am's tremendous impact on commercial aviation and includes annual reports, brochures, directories, periodicals, and timetables. These materials vividly detail both Pan Am's internal operations and its engagement with the public, providing an in depth account of the airline's history and culture, its organizational structure and evolution, personnel, air routes and airport operations, as well as tourism, world cultures, and international relations.

This 18-month digitization project, encompassing nearly 60 boxes of material, will ultimately yield over 100,000 pages of digital content, which will be full-text searchable and openly available to the public for browsing and research. While most of the materials were outsourced to [Creekside Digital](#), approximately one-fourth of the series has been digitized in-house in the library's Digital Production Lab. Once uploaded to the library's repository, all items are available as high-resolution JPEG2000 images and may also be downloaded or printed as a pdf. Additionally, a landing page for the new digital

collection was recently rolled out, where users can easily search for or browse by subject, location, genre, creator, or time period. These efforts will serve to both improve discovery and accessibility of the collection worldwide, as well as foster collaboration with other institutions who may have interests in or collections related to aviation.

UM Libraries is proud to announce the launch of the Pan Am digital collection and will be adding even more content by the end of this Spring, as well as an online exhibit to further contextualize Pan Am's integral role in aviation history. So feel free to "unfasten your seatbelts" and enjoy these extraordinary records as they take flight in the cloud. If you would like more information or to receive Pan Am-related library news, please email the Project Manager, Gabriella Williams, at gxw233@miami.edu



One of Pan Am's many stewardesses aboard their famous flying Clippers. The company was renowned for its world-class service. From brochure entitled "It's a Pan Am World", 1952

President's Address, continued from front page

SFA Treasurer, Jay Sylvestre has been preparing a 3-year budget for planning purposes and will be sharing it in the coming months and at the Annual Meeting this May.

Speaking of the Annual Meeting, Britt Farley and Sandra Varry, along with their team, have been busy preparing our May meeting in Tallahassee. For more information, please consult the event page on the SFA website (<http://www.florida-archivists.org/Annual-Meeting-2018>). Information regarding hotel registration and pre-conference workshops, as well as a preliminary schedule is available. We are looking for a location for the 2019 Annual Meeting, preferably in the Central Florida/East Coast area. If you are interested in hosting, please contact me.

Finally, the elections are coming, for SFA that is. If you would like to become more involved, please consider nominating yourself for one of the open executive board positions: Director, Secretary, or Vice-President/President-Elect. For members of the College and University Archives Section, there are also positions open. There is more information on the SFA website (<http://www.florida-archivists.org/news>). I can say from experience that serving on the board is very rewarding and a good way to make connections with your fellow archivists across the state.

Annual Meeting 2018: Pre-Conference Workshop



Society of American Archivists
Building Advocacy and
Support for Digital Archives #18A1 [DAS]

Co-Sponsor: Society of Florida Archivists

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.

Instructor: Fynnette L. Eaton

Event type: Workshop

Date: Tue, May 8, 2018

Time: 9:00 AM—5:00 PM

Location: Tallahassee, FL

Lodging & Travel Information: Hotel Duvel, 415 North Monroe St., Tallahassee, FL 32301

Attendance limit: 20

If you intend to pursue the DAS Certificate, you will need to pass the [examination](#) for this course.

Workshop Fees: Early-Bird/Regular*

SAA Member \$199/\$249

Employees of Member Institutions \$239/\$299

Nonmember \$279/\$349

Early-Bird Registration Deadline: April 8, 2018

CEUs Details

Archival Recertification Credits-ARCs: 5

General CEU Credits: 0.75

DAS Tactical & Strategic: 1

ICRM Certification Maintenance Program: 6.5

**SFA members receive a \$25 discount on their registration. Enter code BASA25FL at checkout. This is ONLY for the non-SAA member rate for SFA members. Should not be shared outside of the organization.*

For more information about the event and a course description, visit <https://floridaarchivists.wildapricot.org/event-2796290>. To register: <https://saa.archivists.org/events/building-advocacy-and-support-for-digital-archives-18a1/874/>. Stay tuned for details on how to register for the second pre-conference workshop on May 8th and for the annual meeting itself!

Upcoming Events

JM Family Enterprises Corporate Archives to Host Two SAA Sessions

Archives: Principles and Practices #1886

Although archivists have much in common with librarians, records managers, and museum staff, they must use different practices to protect the integrity of historical records. A strong archives program puts into practice long-standing archival principles. What are those principles and how are they implemented? This workshop provides an overview of the core archival functions of appraisal, accessioning, arrangement and description, preservation, reference, and access.

Instructor: Anne M. Ostendarp & Pamela S. Hackbart-Dean

Event type: Workshop

Date: Thu, Mar. 22—Fri, Mar. 23, 2018

Time: 9:00 AM—5:00 PM

Location: JM Enterprises, Deerfield Beach, FL

Lodging/Travel Info.: La Quinta Inn & Suites Deerfield Beach,
100 Southwest 12th Ave, Deerfield Beach, FL 33442

Workshop Fees: Early-Bird/Regular

SAA Member \$299/\$369

Employees of Member Institutions \$359/\$449

Nonmember \$419/\$529

Early-Bird Registration Deadline: February 23, 2018

CEUs Details

Archival Recertification Credits-ARCs: 10

General CEU Credits: 1.5

For more information, visit <https://saa.archivists.org/events/archives-principles-and-practices-1886/857/>

Arrangement and Description Fundamentals #1887 [A&D]

This course introduces the basic principles, concepts, and tools that archivists use to establish both physical and intellectual control over archival records. These include developing accession records and processing work plans; identifying common arrangement schemes for certain types of collections, as well as various formats; and how to physically organize materials during processing. You will also learn the essential elements of a finding aid and the major descriptive standards that support these elements. Particular emphasis will be placed on the day-to-day decisions made in arranging and describing archival materials. You'll also participate in a set of exercises designed to emphasize the principles and concepts of arrangement and description.

Instructor: Anne M. Ostendarp & Pamela S. Hackbart-Dean

Event type: Workshop

Date: Mon, Apr. 16—Tue, Apr. 17, 2018

Time: 9:00 AM—5:00 PM

Location: JM Enterprises, Deerfield Beach, FL

Lodging/Travel Info.: La Quinta Inn & Suites Deerfield Beach,
100 Southwest 12th Ave, Deerfield Beach, FL 33442

This course is a requirement of the [Arrangement & Description Certificate Program](#).

Workshop Fees: Early-Bird/Regular

SAA Member \$299/\$369

Employees of Member Institutions \$359/\$449

Nonmember \$419/\$529

Early-Bird Registration Deadline: March 17, 2018

CEUs Details

Archival Recertification Credits-ARCs: 10

General CEU Credits: 1.5

A&D Foundational Tier: 1

For more information, visit <https://saa.archivists.org/events/arrangement-and-description-fundamentals-1887/858/>

The Story of Dr. Olin S. Wright, Sr. and Olin S. Wright, Jr.

Gil Gott, Plant City Photo Archives & History Center

Working in the Archives here is always interesting because we never know who will be coming in the door. Many come just to view the photo collection, some to acquire information or reprints, some to just talk about local history. Sometimes there is more history than we expect.

On Wednesday, December 13, 2017, Dorothy Stone came in with her two elderly parents in wheelchairs. She said they wanted to look around at the photos. It became clear quickly that her father knew a lot about the people and places in the photos. When I asked him how he knew so many people he told me his name was Olin Seymour Wright, Jr. He was 95 years old, and I knew the story about his father, but did not know what happened after 1923.

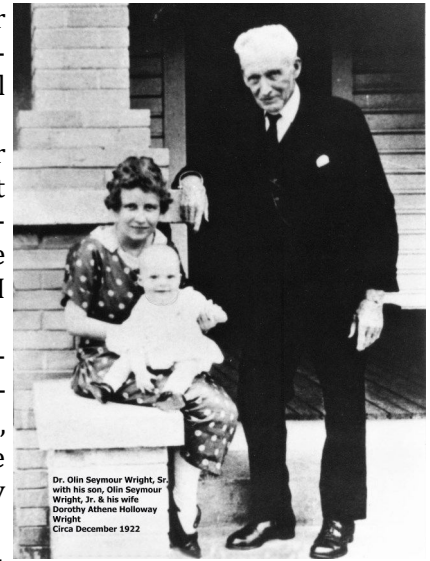
We searched the collection for photos and pulled up one of Olin Seymour Wright, Jr., as an infant on his 26-year-old mother's lap, with his 70-year-old father looking on. And there was one of Olin, Jr., as a 30-year-old, admiring a portrait of his famous father. It was a great feeling to find these photos in the collection and see that the facial resemblance was incredibly strong. It was a fascinating visit.

From readings and discussions, we knew about some of the early settlers and the development of the town, which was founded in 1885. I knew of Dr. Olin Seymour Wright, Sr., from all that I had read. He was born in 1852 in Tioga County, Pennsylvania, was schooled in Hornell, New York, and received his M.D. from the University of Michigan before returning to Hornell to set up practice.

Not long after settling in Hornell, Dr. Wright moved to Manatee County, Florida, and later set up practice in Jacksonville, where he encountered Yellow Fever and became successful in treating it. When the Yellow Fever epidemic hit the Tampa Bay area in 1887, Dr. Wright came to Plant City as perhaps the first doctor in town, and certainly one of the most experienced with the dreaded disease. He remained in Plant City the rest of his life, although he traveled often and invested in properties and businesses in several counties.

Dr. Wright was active in civic affairs and fraternal organizations. He was mayor 1893-1896 and again 1899-1901. He served on the Hillsborough County School Board. He owned two pharmacies, perhaps the first car in town, and the first gasoline pump, conveniently located in front of one of his pharmacies. He was one of the founders of Hillsboro State Bank, the local bank, a ranking member of the Knights of Pythias, and became the highest-ranking Mason in Florida.

Married to Palestine Hamilton Collins in 1888, they had three children – Juno, Pallas Athene, and Victor Olin. Divorced, Dr. Wright then married Dorothy Athene Holloway in 1921. Olin Seymour Wright, Jr., was born July 25, 1922. Dr. Olin Wright died December 17, 1923 at 71 years of age. After completing his early schooling, Olin Wright, Jr., graduated from the New York Merchant Marine Academy in 1942 and about 1949 he made a career change and joined the Seaboard Coastline Railroad in Florida, from which he retired many years later. He had married Margaret Grace Row in Mexico, New York, in 1944, and raised six children, of whom Dorothy Wright Stone was the second. Mr. and Mrs. Olin Seymour Wright, Jr., now live in a retirement community in Riverview, Florida.



Dr. Olin Seymour Wright, Sr., Mrs. Wright, and son, Olin Seymour Wright, Jr. Circa December 1922.



Olin Seymour Wright, Jr., with portrait of his father. Circa 1952



Margaret Grace Row Wright (97) and Olin Seymour Wright, Jr. (95) view photos at the Plant City Photo Archives December 13, 2017.

Call for Nominations

College and University Section*

The College and University Archives Section of SFA is seeking nominations for the following positions. Please consider nominating someone or running for office yourself! Nominations will be accepted until **February 27, 2018**. More information on the section is available here <http://www.florida-archivists.org/College-and-University-Archives-Section>. Please contact the 2018 SFA Nominating Committee with questions on the nomination process.

Thank you!

COLLEGE AND UNIVERSITY ARCHIVES SECTION NOMINATION FORM*

College and University Archives Vice-Chair/Chair-Elect (1 Year Term)

The Vice-Chair/Chair-elect becomes Chair after a year of service. In the absence of the Chair, the Vice Chair/Chair-elect shall assume the Chair's duties, namely to preside over Section meetings and over meetings of the officers, and, with the assistance of other Section officers, direct the Section's activities. http://www.florida-archivists.org/resources/Documents/Administrative%20Manual/SFA_CUA_SectionByLaws.pdf.

College and University Archives Secretary/Treasurer (1 Year Term)

Assists Chair and Vice-Chair/Chair-Elect with administrative and financial responsibilities of the Section, gives input on and helps conduct Section activities. http://www.florida-archivists.org/resources/Documents/Administrative%20Manual/SFA_CUA_SectionByLaws.pdf.

***Note:** Only members of the College and University Archives Section may nominate and vote for these positions. Please contact the CUA Section with any questions regarding membership.

SFA Award of Excellence

The Society of Florida Archivists Award of Excellence recognizes outstanding contributions to the preservation of Florida's documentary heritage. Any person, institution, or exemplary program that has provided noteworthy leadership in the field, promoted excellence through outstanding achievements, or contributed significantly to the betterment of the profession may be considered for the award. Nominees are considered annually.

Examples of areas in which significant contributions might be recognized include, but are not limited to:

- Promotion of the identification and preservation of Florida's archival and manuscript heritage
- Implementation of noteworthy management innovations, or conservation and collection development programs
- Encouragement of use and knowledge of archival holdings through a specific program
- Promotion of professional education
- Exemplary public programming efforts
- Proven leadership in professional associations at state, regional, or national levels
- Contributions to the Society of Florida Archivists in leadership or noteworthy committee work
- Additions to the professional literature

Awards are announced at the SFA Annual Meeting.

Deadline for Nominations is Wednesday, March 28, 2018

Please contact **Gil Gott** (gil@plantcityphotoarchives.org) with questions.

Society of Florida Archivists Executive Board

The Society of Florida Archivists is seeking nominations for the Executive Board for the following positions.
Please consider nominating someone or running for office yourself!

[SOCIETY OF FLORIDA ARCHIVISTS EXECUTIVE BOARD NOMINATION FORM](#)

Vice-President/President-Elect (1 year term)

Bylaws Article IV, Section 3. The Vice-President/President-Elect shall have the following responsibilities: assist the President in the management of the affairs of the Society; perform such duties as the President may assign; and perform the duties of the President in his or her absence, particularly at Executive Board meetings. The Vice-President/President-Elect shall become the President when his or her term as Vice-President expires.

Secretary (3 year term)

Bylaws Article IV, Section 4. The Secretary shall have the following responsibilities: keep a record of all meetings of the Society and the Executive Board; keep a record of all Executive Board discussions conducted in-person, by telephone, or electronically; retain and file all Society records in the Society's Archives; send meeting notices to members; and prepare an annual report to be presented at the Annual Meeting.

Director (2 year term)

Bylaws Article IV, Section 6. The Directors shall serve as general members of the Executive Board and as members of committees as designated by the President. They shall perform other duties as assigned by the Executive Board.

Interested in learning what these positions entail? Visit the following helpful documents:

- Vice-President/President-Elect, <http://www.florida-archivists.org/Resources/Documents/Administrative%20Manual/Vice%20President.pdf>
- Secretary, <http://www.florida-archivists.org/Resources/Documents/Administrative%20Manual/Secretary.pdf>
- Director, <http://www.florida-archivists.org/Resources/Documents/Administrative%20Manual/Directors.pdf>

Nominations will be accepted until February 27, 2018. More information on these positions is available here: <http://www.florida-archivists.org/administrative-documents>. The process is open to all SFA members.

Please contact the 2018 SFA Nominating Committee with any questions:

Erin Mahaney, Chair
Florida Institute of Technology
Email: emahaney@fit.edu

Rhia Rae
Florida International University
Email: rroe@fiu.edu

John Nemmers
University of Florida
Email: johnnemm@uflib.ufl.edu

Laura Capell
University of Miami
Email: lacapell@gmail.com

Society of American Archivists Spotlight Award

The [SAA Spotlight Award](#) Subcommittee invites nominations for the 2018 Spotlight Award. This award "recognizes the contributions of individuals who work for the good of the archives profession and of archival collections, and whose work would not typically receive public recognition." Nominees do not have to be members of SAA. Please share this message as you think appropriate. I hope you will consider recognizing a colleague (or yourself!) in this way. Additional information about the criteria and process is found below.

Purpose and Criteria for Selection: Established in 2005, the Spotlight Award recognizes the contributions of individuals who work for the good of the archives profession and of archival collections, and whose work would not typically receive public recognition. The nominee(s) should have achieved distinction in one or more of the following ways:

- * Participating in special projects.
- * Exhibiting tireless committee or advocacy work.
- * Responding effectively to an unforeseen or pressing need or emergency.
- * Contributing innovative or creative ideas to the profession.
- * Performing extraordinary volunteerism.
- * Quietly but effectively promoting the profession.

Eligibility: Awarded to an individual archivist or a group of up to five archivists who have collaborated on a project. Preference is given to archivists working in smaller repositories, especially those without institutional support for professional activities.

Prize: A certificate and complimentary registration for the individual recipient or group (of up to five individuals) to the SAA Annual Meeting occurring in the year in which the award is presented.

Submission Deadline: February 28, 2018. Please complete the nomination form (<https://app.smarterselect.com/programs/45541-Society-Of-American-Archivists>).

2018 C.F.W. Coker Award

The C.F.W. Coker Award Subcommittee: Rebecca Hirsch (chair), Martha Bace, Shannon Lausch, and Linda Sellars ask for your to help identify archivists and groups of archivists who have made valuable contributions to our profession! As a part of these efforts, this subcommittee is looking for nominations for the C.F.W. Coker Award, which is awarded annually to an individual or group who have performed outstanding and innovative archival descriptive work.

This descriptive work can take many forms, including:

- Finding aids, including, among others, multi-institutional guides, record surveys, repository guides, special subject lists, finding aids to individual collections or records groups, and narrative descriptions of holdings.
- Finding aid systems, including, among others, manual or automatic indexing systems, computer databases, or current awareness systems for notifying users of holdings.
- Descriptive tools that enable archivists to produce more effective finding aids, including, among others, subject thesauri, authority files, data element dictionaries, manuals establishing descriptive standards, and such reference works as atlases and administrative histories.
- Projects that involve innovative developments in archival description, including, among others, cooperative ventures that result in the exchange of finding aid information among repositories, efforts at building national information systems, and survey projects.

If you are aware of innovative work in any of these areas we ask that you please consider submitting a nomination (self-nominations are welcome!) via our nomination [form](#): **by February 28, 2018.**

For more information, please visit: <https://www2.archivists.org/governance/handbook/section12-coker>

Society of Florida Archivists

P.O. Box 5645

Tampa, FL 33675

The Society of Florida Archivists seeks to connect, educate, and empower archivists and those working with historical records to preserve and promote Florida's documentary heritage.



www.florida-archivists.org



Society of
Florida Archivists

Call for applications: 2018 Judith Beale Scholarship

The Judith Beale Scholarship promotes educational and professional development by providing students and archival professionals with funding to attend the Society of Florida Archivist Annual Meeting [May 8-11, Tallahassee]. Named in honor of professional archivist and Society of Florida Archivists member **Judith Beale** [d.2010], the scholarship pays tribute to Judith's boundless enthusiasm for the archives profession and her passion for working with students.

Qualified applicants must be current students pursuing an undergraduate or graduate degree OR new archives professionals [no more than five years in the field]. The applicant must be a current or new member of the Society of Florida Archivists. Special consideration will be given to students and individuals new to the profession in Florida. Exceptional applicants may also receive a stipend to help defray travel and lodging costs.

For more information, please visit the Awards section of the Society of Florida Archivists' website <http://www.florida-archivists.org/awards>

Please direct inquiries and completed applications to **LuAnn Mims** at LAMimsy@gmail.com.

Deadline for all applications is Friday, March 23, 2018

