



Documentary Heritage Program News

Spring 2007

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Ex officio:

Susan D'Entremont
Regional Archivist

Denis Meadows
Regional Advisory Officer
Region 4

Andrew Raymond
Regional Advisory Officer
Region 3

Jean K. Sheviak
Executive Director
Capital District Library Council

Archives Civil Service Exam

The New York State Archives encourages individuals who may be interested in working for the Archives in the future to take the civil service examination for Archives and Records Management Specialist I and II positions. This examination is an evaluation of your training and experience that you complete at home; there is no need to take a formal test at an examination site in New York State.

The list of candidates resulting from this examination will likely remain in force for the next five years. The State Archives anticipates that a variety of positions throughout New York State will become vacant while this list is in effect.

The deadline for receiving applications to take this examination is **April 9, 2007**. More information regarding qualifications and the application process can be found on the New York State Department of Civil Service website: <http://www.cs.state.ny.us/announ/scheduled/Apr09-2007/27-972.cfm>

For further information on the State Archives and its programs, visit www.archives.nysed.gov

DHP Lending Library

A number of books were added to the DHP Lending Library this quarter. These include three new titles in the Archival Fundamentals Series II: *Understanding Archives & Manuscripts*, *Providing Reference Service for Archives & Manuscripts*, and, by the State Archives' very own Kathleen Roe, *Arranging & Describing Archives & Manuscripts*. Other new titles of special interest are *Photographs: Archival Care and Management* and *The Oral History Manual*.

If you would like to borrow these or any other Lending Library titles, contact the Regional Archivist. A catalog of the lending library is available online. Visit www.cdlic.org, click on Programs and Services, then Documentary Heritage Program. There you will find a link to the lending library.

Historical Records in the Classroom

In order to facilitate the use of our wonderful local history resources by area teachers, the DHP is starting to compile a dynamic list of historical societies, archives, and other records repositories that offer services to teachers. However, we need your help to do this successfully!

If your institution provides any services for teachers who wish to use historical records, please contact Susan D'Entremont (contact info in box below). These services include such things as school visits; online documents, especially those geared to the curriculum needs of K-12 teachers; workshops for teachers; class visits or anything else teachers have found useful. We are hoping to distribute this information to educators and to use successful projects as models for other archivists who want to expand this area of their program.

CDLC Basket Raffle

By popular demand, the CDLC Basket Raffle is back again this year! CDLC is the parent organization of the Capital District DHP. Besides providing administrative and technical support to DHP, CDLC offers a huge array of services to the area's academic, public, school, hospital and special libraries so that they in turn can help the public.

The Basket Raffle is the third annual fundraiser for CDLC, and it is a lot of fun as well! We need people to donate baskets, provide ideas for baskets, and buy raffle tickets. For more information about the raffle, visit www.cdlic.org. The raffle drawing will be on May 15. As that date gets closer more information about the baskets, including photos and ticket information, will be put on the web site.

The Documentary Heritage Program's
Regional Archivist, Susan D'Entremont,
is in the office on Tuesdays and
Thursdays. She can be reached at:
Capital District Library Council
28 Essex Street, Albany, NY 12206
Phone: (518) 438-2500
Fax: (518) 438-2872
Email: SD'entremont@cdlic.org

Training and Conferences

Upstate History Alliance/Museum Association of New York Annual Conference, April 15-17, 2007, Syracuse. The title of this year's conference is Long Tails, Tipping Points and Cultural Literacy: Museums, Trends and Communities. Participants will explore global trends that offer museums and heritage organizations new lenses through which they can think about the work they do. The conference will also offer several pre and post conference workshops. More information about the conference, including a complete schedule and registration information can be found at www.upstatehistory.org under Services, or by calling the Upstate History Alliance at 1-800-895-1648.

Mid-Atlantic Regional Archives Conference, April 19-21, 2007, Scranton, PA. Shifting Gears: Labor, Business & Archives in the Workplace. This affordable professional conference will include sessions on records management, preservation, digitization, description and more. And it's only a 3 hour drive from the Capital District! For more information, visit the MARAC web page at <http://www.lib.umd.edu/MARAC/> or contact Susan D'Entremont. (Contact info in box on front page.)

Let's Talk About the Role of the Public Historian, Monday, April 16, 2007, 10:00 am-noon, Newburgh Town Historian's Office, Newburgh. This roundtable will discuss the role of the public historian in theory as well as in practice. For more information or to register, contact Dianne Macpherson at (914) 592-6726 or lowerhudson@msn.com

Introduction to Arrangement and Description of Historical Records, Tuesday, April 17, 2007, 9:30 am-3:30 pm, Capital District Library Council, Albany. \$15 **OR** Thursday, May 10, 2007, 9:30 am-3:30 pm, Silver Bay Association, Silver Bay. \$20. This workshop will introduce participants to the basic practices and principles for organizing historical records (arrangement) and creating access tools, such as catalog records, guides and indexes (description). The workshop will cover terminology and standards, and

introduce various access tools that can be developed to make historical records more easily accessible to both the public and an institution's staff. There are no prerequisites for this workshop, but some experience working with historical records is helpful. The workshop will repeat a small amount of material from the Basics of Archives workshop, and then explore the topic of arrangement and description in more depth. For more information or to register, see the enclosed flyer or contact Susan D'Entremont (Contact information on front page).

Basics of Archives, Sunday, April 15, 2007, 10:00 am-4:00 pm, Onondaga Historical Association, Syracuse. \$40-\$55. **OR** Wednesday, June 13, 2007, 9:00 am-4:00 pm, Harriman Learning Center, Monroe (Orange County). Free, but registration required, and registrants must bring their own lunch. This is an introductory full-day workshop for those who work with historical records but are not trained archivists. Participants will learn about basic practices for collecting, protecting, and helping people use archival resources. To register for the Syracuse workshop, contact Jenny Rosenzweig at 1-800-895-1648 or jenny@upstatehistory.org. Please note that preference will be given to Upstate History Alliance/Museum Association of New York Conference registrants. For the Monroe workshop, contact Dianne Macpherson at (914) 592-6726 or lowerhudson@msn.com

Internet Access to New York's Historical Records, May 22, 2007, 1:00-4:00 pm, Central New York Library Resources Council, Syracuse. \$12-\$20. Registration deadline is May 15. The amount of information available on the Internet is often overwhelming; finding exactly what you want can be a challenge. Participants will discover internet resources that directly link to New York State's historical records. Some of these resources will deliver images of actual documents, while others will provide descriptive links and information on where documents may be found. The workshop will also provide participants with the tools to evaluate the reliability and accuracy of information they retrieve online. For more information or to register, visit www.clrc.org or contact Susan Hughes at (315) 446-5446 or

hughes@clrc.org

State Archives Workshops

Listed below are local workshops that may be of special interest to historical records repositories. To see a complete listing of the many State Archives workshops offered this season or to register online, visit <http://www.archives.nysed.gov/> and click on training.

Preservation of Historical Records, Thursday, March 29, 2007, 9:00 am-1:00 pm, Albany County Hall of Records, Albany **OR** Friday, April 13, 2007, 9:00 am-1:00 pm, Washington County Municipal Center, Fort Edward. Free, but registration required. Where and how archival records are stored, and how they are handled, are key elements in prolonging their lives. This workshop will explore the fundamentals of preserving records. Participants will learn about appropriate environmental and housing conditions, proper handling techniques, and seeking professional conservation treatments. Participants may bring examples of records needing preservation for an open discussion period. To register for either workshop, visit www.archives.nysed.gov. For more information on the Albany workshop, contact Andy Raymond at (518) 485-6235. For the Fort Edward workshop, contact Denis Meadows at (518) 798-5717.

Introduction to Historical Records, Tuesday, April 10th, 9:00 am-1:00 pm, MTA: Office of the Inspector-General, 111 West 40th Street, 5th floor, Manhattan. Free. Historical or archival records have long-term value not only to the organization that created them, but also for use in research. This workshop will discuss methods to ensure that these records are identified, organized, properly stored, available for use, and preserved. It will also suggest ways to develop support for these activities. Attendees will be encouraged to discuss issues related to their historical records with the instructors and with other attendees. For more information or to register, contact Miki Torres at (718) 923-4301 or mtorres@mail.nysed.gov