

INVENTORY

NEWSLETTER OF THE NEW HAMPSHIRE ARCHIVES GROUP

September/December 1994

VOLUME II, NUMBERS 2 & 3

Microfilming Workshop

On November 9, 1994, twenty-five New Hampshire Archives Group members met at the Exeter Historical Society for a presentation on preservation microfilming and reformatting. Steve Dalton, Director of Reprographic Services at the Northeast Document Conservation Center, began his presentation by emphasizing that "despite growing interest in newer technologies, microfilm has remained an established and valued preservation medium for nearly sixty years."

Dalton addressed such issues as selection for microfilming, preparing materials for the vendor, new microfilm technologies, and digital imaging. He explained the many preservation standards which apply to microfilming and described the need to make these standards a part of any contract for preservation microfilming services. He provided attendees with a useful packet of handouts to help guide them through preservation microfilming and reformatting.

The Exeter Historical Society provided morning refreshments. The cost of the workshop was underwritten by the New Hampshire Archives Group and the New Hampshire Preservation Initiative, a state-wide needs assessment project funded in-part by the National Endowment for the Humanities.

Bill Ross

My Two Cents

On Election Day 1994, American voters went to the polls and sent a loud message to the politicians in Washington and Concord. The results of the election have been seen as a mandate for shrinking both federal and state budgets by reducing government spending and by consolidating long-standing programs. The Republicans' "Contract with America" has spawned a frenzied bidding war both within Congress and between

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Access to History: The Use of USMARC-AMC at UNH Special Collections

Providing access to the "unique items" housed in archival repositories is the immediate goal of all archivists and special collections librarians. The documents housed in these repositories comprise the raw data from which we learn what has been done, by whom, when, and under what circumstances. Standardization in cataloging, by using the United States Machine Readable Cataloging-Archival and Manuscripts Control (USMARC-AMC), allows archivists to make their collections available electronically to a wider array of researchers.

Each USMARC-AMC record consists of several components, and together these components contain all the records descriptive elements. Each component contains information about the collection or series such as the creator, title, dates, size, biography and history note, and major subjects covered in the papers. All of these components make up the USMARC-AMC record and provide the researcher with basic information on the materials being sought. There are other optional elements that the archivist can include when cataloging which provide information on such things as provenance and preservation/conservation information.

In order to catalog archival materials properly, we must remember certain assumptions about the nature of the materials being cataloged. The archivist must always think in terms of groups and the relationship between items in the collection or series. Also, account must be taken of the origin/source of the records and how this directly relates to their significance. And most importantly, archivists should always remember that the materials contained within an archives are unique. These assumptions highlight the

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Colonial Dames Scholarship

A scholarship to the National Archives' Modern Archives Institute, to be held June 5-16, 1995, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers up to \$1,200 of the total tuition, travel and housing expenses at the Institute (tuition is \$475). To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title.

Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualification should be submitted in triplicate (original and two photocopies) to Carol A. Rudisell, Reference Department, University of Delaware Library, Newark, DE 19717-5267, by April 1, 1995.

Carol A. Rudisell

Annual Meeting Set

The New Hampshire Archives Group will hold its annual meeting on Wednesday, May 10, 1995 at the Peterborough Historical Society. The Board is planning a full day of workshops, informational sessions and, of course, the annual meeting itself. The meeting is free to all NHAG members. Non-members may attend for \$10.00.

Mark your calendar and stay tuned for program information in the March newsletter.

Other Dates to Remember

February 27-28, 1995. Archives, Personal Papers, and Manuscripts. New Haven, CN. Two-day workshop taught by Steve Hinson. For information call Jane Kenamore at the Society of American Archivists, (312) 922-0140.

February 5-6, 1995. New England Archivists Spring Meeting at Aetna Conference Center, Hartford, CT. Theme: the relationship between historians and archivists.

George M. Cunha, Director Emeritus of NEDCC, Dies at Age of 82

George M. Cunha, first director of the Northeast Document Conservation Center, died suddenly of an aneurysm on November 29, 1994. He was a mentor to hundreds of students and professionals in the preservation field. Cunha died in Lexington, Kentucky, where he taught preservation at the University of Kentucky's library school. He was a leader of great vision and an international authority in the field of preservation of library and archival materials.

Born in Providence, Rhode Island, Cunha graduated from the Massachusetts Institute of Technology and the United States War College. He served as a combat pilot during World War II and was awarded the Distinguished Flying Cross. In 1963, after 26 years as a Navy pilot and underwater weapons specialist, he retired with the rank of captain and became chief Conservator at the Library of the Boston Athenaeum. He was active in the creation of the Northeast Document Conservation Center and became its first director in 1973.

A memorial fund has been established in George Cunha's memory to support the training of beginning conservators at the Northeast Document Conservation Center. Contributions may be made to the George M. Cunha Scholarship Fund for Book and Paper Conservation. Checks should be made payable to NEDCC and sent to: Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810-1494.

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Jaffrey Historic District Commission
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New Photographic History of Concord

differences between "bibliographic control" and "archival control."

In January 1993, the University Archives and Special Collections of the University of New Hampshire began using the USMARC-AMC format for cataloging collections and series of historical documents. The cataloging information entered into the Online Computer Library Center (OCLC) and then exported to the library's online system. By having information about our collections in the databases, we have increased access to collections by way of access points such as the creator, the title of the collection, or subject added entries. Another element which we have started using provides the researcher with an electronic mail address which can be used when inquiring about our collections. In the USMARC-AMC record, the researcher will find our electronic mail address (ARCHIVES@UNH.EDU) and they will be able to send a mail message requesting more information on the collection. This e-mail account has been established solely for the purpose of providing increased access to information concerning the series and collections.

One thing to remember is that information found in the databases is the result of a standardized system for entry. The USMARC-AMC record directs the researcher to the institution where they will find a detailed folder level inventory of the collection. As a result, only the MARC record must be standardized for entry in the databases and the archivist is free to maintain the uniqueness that each group of records possesses while applying archival processing practices. On the other hand, the cataloging rules must be flexible enough to describe accurately items that are either two hundred years or two weeks old.

We are pleased with the progress we have made in increasing access to historical documents. Currently, there are nearly 100 collections from Special Collections and 300 record series from the University Archives which have been cataloged using the USMARC-AMC format.

Frank T. Wheeler

In the fall of 1994, the New Hampshire Historical Society and Heritage Concord, Inc. published *A Photographic History of Concord, New Hampshire, 1850-1930*. The 160-page book contains approximately 80 historic black and white photographs selected from the exceptional collections of photographs, stereoviews, and glass plate negatives of the Concord Public Library and the New Hampshire Historical Society, as well as from local residents. A wide range of Concord subjects, including industry, business, transportation, institutions, people and social customs, city and state government, streetscapes, residences, events, and recreation are featured.

The book is co-authored by Elizabeth Durfee Hengen and Gary Samson. Liz Hengen is an architectural historian/preservation consultant who holds a degree in architectural history from Harvard. Gary Samson, an award-winning photographer, is supervisor of photography, film, and graphic production for the Department of Media Services at the University of New Hampshire. Both reside in Concord.

The book is available at the Museum Store of the New Hampshire Historical Society. If you need more information, please call the Historical Society at (603) 225-3381.

Other New Titles

Photograph Primer. St. Clair Shores, MI: Michigan Archival Association, 1994.

Brief guide to the care and handling of historical images. To order, write: Michigan Archival Association, P.O. Box 10238, Lansing, MI 48901-0238. The cost is \$5.00, plus \$2.50 S&H.

Yakel, Elizabeth. *Starting an Archives*. Metuchen, NJ: Society of American Archivists, 1994.

Straightforward advice and introduction to archival theory for those "enbarking on a new archival endeavor." Available from SAA.

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Capitol Hill and the Clinton administration. Although a myriad ideas for cuts have been proposed, the question remains: "What will go on the budget cutting table when the dust settles?"

Although we all want more responsive and cost-effective government, some of the cuts proposed would be devastating to the archival community, particularly in New Hampshire. The National Endowment for the Humanities appears on the "cut list" developed by the Balanced Budget Task Force chaired by Rep. Gerald Solomon (R-NY). The closing of NEH would save some money, but we would certainly feel its absence. The microfilming workshop described above came through NEDCC Field Service Office, which receives major funding from NEH. The surveys and consultation that NEDCC provides institutions and individuals throughout New Hampshire likely would vanish. In addition to the services provided by NEDCC's Field Service Office, NEH has provided support for projects such as the aforementioned New Hampshire Preservation Initiative and the New Hampshire Newspaper Project.

To make matters worse, NEH is in good company. The National Historical Publications and Records Commission, the National Endowment for the Arts, the Institute for Museum Services, all of which have supported important projects in New Hampshire, are on various "cut lists."

Closer to home, the State Library and State Archives provide services and leadership that literally touch every community in the state. Many of these services cannot be funded by local governments dependent on property taxes to fund public education. For this reason, these expenditures provide a large return on a relatively small investment. Nevertheless, both agencies have been hit with the budget ax. Each has lost positions to recently imposed freezes and recissions. Over the next two budget years, their budgets will be cut 8% and 6% respectively from FY95 levels.

Clearly we need to make our elected officials understand the importance of these programs to the state of New Hampshire and to the preservation of the state's historical and cultural heritage. Among other things, such funding has:

funded projects that have preserved and improved access to the state's written heritage;
generated partnerships with New Hampshire businesses and philanthropies;

created jobs, helped our economy, and improved the quality of life in New Hampshire;

and, perhaps most importantly, comprised only a small fraction of overall government spending at both the federal and state levels.

The long-term costs of not funding such programs certainly outweigh any short-term financial gains. Even so, budget cutting in Washington and Concord is already underway. Recissions in New Hampshire are a reality and there is talk of cutting appropriated FY95 funds at the federal level. Congress is already working on a budget reconciliation package that will identify cuts to be made in FY96. If you are interested in fighting for these programs, please act now and write to the Governor of New Hampshire and to the New Hampshire Congressional delegation. Their addresses, telephone and fax numbers follow:

The Honorable Charles F. Bass
US House of Representatives
1728 Longworth House Office Building
Washington DC 20515
202/228-9494 or FAX 202/228-3001

The Honorable William Zeliff
US House of Representatives
1210 Longworth Office Building
Washington DC 20515
202/225-5456 or 800/649-7290
or FAX 202/225-4370

The Honorable Judd Gregg
US Senate
393 Russell Senate Office Building
Washington DC 20510
202/224-3324 or FAX 202/224-4952

The Honorable Robert Smith
US Senate
332 Dirksen Senate Building
Washington DC 20510
800/922-2230 or 202/224-2841
or FAX 202/224-1535

The Honorable Stephen Merrill
Governor's Office
State House
Concord, NH 03301
271-2121

Bill Ross

Jaffrey Then and Now Published

School for Scanning

The Northeast Document Conservation Center (NEDCC) will present a one-day conference on digital imaging as a preservation strategy on Thursday, April 13, 1995. The program will be held at the John F. Kennedy Library and Museum, Columbia Point, Boston, Massachusetts 02125.

Funded in part by the National Endowment for the Humanities, the Mellon Foundation, and the Culpeper Foundation, the conference will introduce the findings of two important digitization projects, conducted at Cornell and Yale Universities, and will analyze the implications of these findings for archives, libraries, and historical institutions. Anyone interested in digitization and its role in the preservation of information is invited to attend.

As we approach and enter the 21st century, digital technologies will have a profound impact on the way research institutions provide access to information. But will digitization also become a tool of the preservation community? Is digital preservation, in fact, already a reality? Come, listen, and learn.

The program will look specifically at the Yale and Cornell projects and the issues surrounding the conversion of scanned images to microfilm and vice-versa. Managers of the two projects will present thorough cost/benefit analysis. Other speakers will look at the implications of digitization in the context of broader policy and funding issues.

The faculty will include: Anne Kenney, Associate Director, Department of Preservation and Conservation, Olin Library, Cornell University; Paul Conway, Head, Preservation Department, Sterling Memorial Library, Yale University; Richard Ekman, Secretary, The Andrew W. Mellon Foundation; Deanna B. Marcum, President, Council on Library Resources; George Farr, Director, National Endowment for the Humanities; and others.

The fee for the digitization conference, including lunch, is \$70. Registration materials will be mailed in March. To request information contact NEDCC, 100 Brickstone Square, Andover, MA 01810-1494; (508) 470-1010.

NEDCC

After four years of documenting and researching old photographs, the book *Jaffrey Then and Now: Changes in Community Character* has been published by the Jaffrey Historic District Commission. Written by commission chairman Robert B. Stephenson and secretary Catherine Seiberling, the book was partially funded with a federal grant through the New Hampshire Division of Historical Resources. It was designed by Yasvin Designers in Harrisville and printed by Whitman Communications Group, Inc. in Lebanon.

Jaffrey Then and Now is grouped by thematic chapters focusing on Main Street, churches and schools, mills and industry, inns and taverns, and Jaffrey's domestic architecture. A chapter documenting the chronology of Jaffrey's historic maps provides additional context and an evolutionary sense of the town's developmental patterns. The book also includes a thorough glossary of architectural styles found in Jaffrey, a bibliography, and end notes to each chapter.

The book may be obtained at the Toadstool Bookshop in Peterborough and Keene or from the Jaffrey Library at a price of \$20. Proceeds from the sale will benefit preservation projects in Jaffrey.

Jaffrey Historic District Commission

Historic Exeter Walking Tour Publication Receives Award

The revised and illustrated *Historic Exeter Walking Tour* publication, first joint project of Historic Exeter Associates: the Exeter Historical Society; Society for the Preservation of New England Antiquities (SPNEA); and the American Independence Museum, won the First Annual Walking Tour Award from the statewide preservation organization, Inherit New Hampshire, on November 4. The cash award of \$250 will be deposited in Historic Exeter Associates escrow account and used for future joint projects and programming. The Exeter publication was funded by a grant from the Greater Piscataqua Community Foundation. Inherit New Hampshire, based in Concord, is collecting historical walking tours from throughout the state to create a database on heritage tourism.

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The original walking tour, published in the 1920s had been reprinted numerous times over the past decades, many by Exeter historian Nancy Merrill. The new version features a comprehensive historical overview of the Town of Exeter by James L. Garvin, NH State Architectural Historian, accompanied by vintage views of the town, a detailed map of the historic districts and sites accessible to the public, and a self-guided, narrated tour through Exeter's beautiful streets and riverfront.

The award winning publication is available for purchase from the American Independence Museum's shop, the Exeter Historical Society, SPNEA, and the Exeter Area Chamber of Commerce. All proceeds fund the reprint of the publication by Historic Exeter Associates.

Carol Walker Aten

New Hampshire Archives Group	Please check where appropriate:
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Institutional affiliation _____	<input type="checkbox"/> If this box is checked, our records show that you have not paid dues for the current year. Please do so and help us keep growing as New Hampshire's only organization dedicated to archives.

NHAG
Special Collections
UNH Library
18 Library Way
Durham, NH 03824-3592