



# ACA News

The Newsletter of the Academy of Certified Archivists Issue 73 Spring 2011

## President's Message

Pam Hackbart-Dean, CA  
Morris Library  
Southern Illinois University Carbondale



Space, the final frontier—ok, maybe we just got to visit NASA in Houston this past March, but what a terrific experience. Seeing a replica of the international space station and being allowed inside the historic mission control room for the Apollo 13 mission was very exciting. Thank you to Shelly Kelly, CA for making this possible, as well as hosting us at the University of Houston Clear Lake!!

Once the touring was done, we went straight to work. The Exam Development Committee spent the weekend on the maintenance of the item bank. This included developing and debating new and old questions for inclusion in the item bank. Questions, drawn from the seven archival domains, are supported by archival literature. Members of the EDC are archivists, representing governmental, academic, business and religious archives, from all around the United States and Canada. Tasks the committee undertook were daunting but the EDC was up to the challenge. We have better test questions because of their dedication and hard work.

During the Board meeting, reports were presented and issues discussed. I would like to note items of significant interest to our member including: the Task Force for Certification among State Archivists, updating of our promotional materials and social media developments.

The ACA Task Force for Certification among State Archivists was established in August 2010 and its members include Daphne DeLeon, CA.; Roland Baumann, CA.; Jay Richiuso, CA; and Louis Jones, CA.

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The purpose of the task force is to encourage state archives to require or consider certification during the applicant review process as well as for purposes of promotion. This group began with the understanding that this will be a long term process. So the first charge was to conduct a survey with state archivists around the country. These results prompted the group to reach out to CoSA and NAGARA. As a consequence, ACA will have a table at the upcoming joint NAGARA-CoSA meeting in July and we plan on submitting a session proposal for their next year's meeting about certification.

The Outreach Committee is currently updating the ACA brochure and display. In addition, they will be producing a PowerPoint presentation that can be used multiple purposes. However, we need images from and of our membership to be used in our promotional efforts. Please contact Louis Jones if you have images that could be used for any of these efforts.

As for social media, Kristy Sorensen, CA and Laura Botts, CA have made the certification maintenance pages go live with online forms.

What a great and easy process to recertify. In addition, we are now LinkedIn. Please join us on our Facebook and LinkedIn pages for up to the minute information about the Academy.

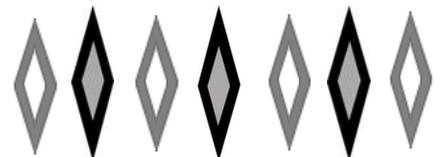
The ACA Board voted during its recent business meeting to do away with the current Forum structure. We suggest that exam candidates or those who wish to know more about the examination process ask questions and develop study groups through other sites. Suggested sites include the ACA group on LinkedIn, the ACA Facebook page, the Archives & Archivists List, and other archives organizations.

The Academy will again hold several events in conjunction with the Society of American Archivists annual meeting in Chicago in August. We will again be offering the Item Writing Workshop—I would encourage newly minted ACA members to participate in this workshop to gain a better understanding of the work required to develop questions for the exam. If you are interested in participating, please contact the Regent for Examination Development, Mary Elizabeth Ruwell, CA. The annual business meeting will be held on the evening of August 25<sup>th</sup> and will be followed by a reception. Members and non-members are invited, so

please come by and bring your friends and colleagues.

Finally, I would like to thank all of you for the opportunity to represent and serve the Academy.

Pam Hackbart-Dean, CA  
President



Photograph courtesy of Laura Botts



ACA Board Meeting, March 6, 2011. University of Houston - Clear Lake

## ACA Honors Gracy & Holland with Distinguished Service Award

The Academy of Certified Archivists (ACA) will present the Distinguished Service Award, the association's higher honor, to David B. Gracy II and Michael E. Holland at a ceremony to be held at the organization's annual business meeting August 25, 2011 in Chicago, Illinois. The Distinguished Service Award is bestowed on individuals by ACA and acknowledges extraordinary services rendered to the Academy by its members. The award was established by the Academy's Board of Regents in 2002 and is conferred annually.



Courtesy of David B. Gracy II

**David B. Gracy II, CA**

**Governor Bill Daniel  
Professor in Archival  
Enterprise**

**University of Texas  
School of Information**

David B. Gracy II is the Governor Bill Daniel Professor in Archival Enterprise at the University of Texas School of Information. David worked in the Texas State Archives and University of Texas Archives before becoming the Archivist, Southern Labor Archives at Georgia State University, and then Director of the Texas State Archives. He is a former President of both the Society of American Archivists and the Academy of Certified Archivists, and a Fellow of the Texas State Historical Association. He has been a member of ACA since 1989, one of the original members who founded the Academy. David is the "most enthusiastic archivist I have ever met," one supporter stated. One of David's greatest services, apart from offices held, has been to be an exemplary archivist, a staunch supporter of certification — one who continues to provide encouragement to take the certification exam.



**Michael E. Holland, CA**

**Director of Special  
Collections, Archives, and  
Rare Books**

**University of Missouri-  
Columbia**

Courtesy of Michael E. Holland



Michael E. Holland is the Director of Special Collections, Archives, and Rare Books at the University of Missouri-Columbia. Holland worked as the University Archivist for the Oregon State University, Assistant Director of the Local Records Division of the Texas State Library and Archives, and University Archivist at Appalachian State University. Michael's service to the Academy includes elected positions such as Vice-President, President, Regent of Nominations, and Regent for Certification Maintenance. As president, Michael facilitated monetary support for the SSA-ACA Hurricane Relief Fund after Hurricane Katrina, as well as waived dues and modified recertification schedule for those archivists in the affected areas. "Mike Holland was among those charter members of ACA who displayed what the Academy's first president Gregory Hunter has termed 'professional altruism,'" said one supporter. In comportment, but mostly by example, Michael represents the best of what the Academy produces in executive leadership.

ACA is honored to recognize David's and Michael's years of outstanding service to the archival profession and the Academy with its Distinguished Service Award.

# Officers and Board News

President (2010-11)	Pam Hackbart-Dean, CA Morris Library Southern Illinois University Carbondale, Illinois
Vice President/ President-Elect (2010-11)	Brenda Gunn, CA University of Texas at Austin, Briscoe Center for American History Austin, TX
Treasurer (2010-12)	Mott R. Linn, DA, CA Clark University Worcester, Massachusetts
Secretary (2009-11)	Shelly Henley Kelly, CA Neumann Library University of Houston- Clear Lake Clear Lake, Texas
Regent for Examination Administration (2009-11)	Daphne O. DeLeon, CA Nevada State Library & Archives Carson City, Nevada
Regent for Examination Development (2010-12)	Mary Elizabeth Ruwell, Ph.D., CA U.S. Air Force Academy Colorado Springs, Colorado
Regent for Certification Maintenance (2009-11)	Kristy Sorensen, CA Austin Presbyterian Theological Seminary Austin, Texas
Regent for Outreach (2010-12)	Louis E. Jones, Ph.D., CA Wayne State University Walter P. Reuther Library Detroit, Michigan
Immediate Past President & Regent for Nominations (2010-11)	Mike Bullington, CA McDonald's Golden Archives Elk Grove, Illinois
Chair, Nominating Committee (2010-11)	Richard Shrake, CA American Philosophical Society Philadelphia, Pennsylvania

## From the Regent for Certification Maintenance

Kristy Sorensen, CA  
Austin Presbyterian  
Theological Seminary  
Austin, TX



### Recertify Electronically!

Please remember that you now have the opportunity to complete the recertification process online. Since this is our first year using the online form, I'm sure that there will be some bumps in the road and adjustments and corrections will need to be made. If you have an idea for something that would make the process easier or more understandable, please email me at [ksorensen@austinseminary.edu](mailto:ksorensen@austinseminary.edu) and let me know.

For those who are more comfortable with the traditional paper-based process, a paper form is still available in the Certification Maintenance Packet.

Detailed information on the recertification process, including links to the Certification Maintenance Packet, the Qualifying Archival Experiences Document template, the exam registration form, and the online petition form is available on the ACA website here: <http://www.certifiedarchivists.org/members-area/certification-maintenance.html>



Contact information for the Officers and Regents is available on the ACA website:  
[www.certifiedarchivists.org/about-us/officers.html](http://www.certifiedarchivists.org/about-us/officers.html)

## From the Chair, Nominating Committee

Richard Shrake, CA  
American Philosophical Society,  
Philadelphia, PA

### 2011 ACA Elections

In response to last year's high participation rate, we will once again employ electronic voting via Survey Monkey for this year's election. The Nominations Committee will send out voting invitations on April 26. **Voting closes at 5 p.m. PDT on June 1st.**

Questions? Problems? Contact the Nominating Committee Chair, Richard Shrake, CA, at [rshrake@amphilsoc.org](mailto:rshrake@amphilsoc.org)

### Vice President/President Elect

Laura Lyons McLemore, CA  
Kaye Lanning Minchew, CA

### Secretary

Shaun Boyd, CA  
Renna Tuten, CA

### Regent for Certification Maintenance

Christine DeCatanzaro, CA  
Kristy K. Sorensen, CA

### Regent for Examination Administration

Daphne DeLeon, CA  
Timothy G. Nutt, CA

### Nominating Committee

Matthew Darby, CA  
Kathy Koch, CA

## From the Webmaster

Laura Botts, CA  
Mercer University  
Macon, GA



The ACA Board voted during its recent business meeting to do away with the current Forum structure. We suggest that exam candidates or those who wish to know more about the examination process ask questions and develop study groups through other sites.

Suggested sites include the ACA group on LinkedIn, the ACA Facebook page, the Archives & Archivists List, and other archives organizations.

Please contact ACA Webmaster Laura Botts at [BOTTSLM@mercer.edu](mailto:BOTTSLM@mercer.edu) if you have questions or concerns.

## Online Tools

Don't forget to visit the ACA facebook page:

<http://www.facebook.com/ACAarchivists>.  
Add your own pictures of ACA events or connect with colleagues.

Visit the ACA website at:  
<http://www.certifiedarchivists.org/>

And now you can join ACA on Linked In at: <http://www.linkedin.com/groups?mostPopular=&gid=1799847>



## From the Regent for Outreach

Louis Jones, Ph.D., CA

Wayne State University,

Walter P. Reuther

Library, Detroit, MI



As ACA Regent for Outreach, I am responsible for heading up efforts to recruit new members into the Academy and encourage employers to require or consider certification during the applicant review process and promotions. However, outreach is a function that all Academy members should actively pursue. In my own discussions with prospective members of the Academy, I point out a number of benefits of certification; consider mentioning these or other points when talking to colleagues who have not pursued certification.

For those who are in the process of looking for a job, point out that studying for the exam will keep them engaged in the literature, which will have real benefits when they are interviewing for an archival position where they will have to demonstrate their knowledge. While it is true that job seekers do not have to study for a test in order to remain engaged in the literature, there is nothing like having the test before them as a factor motivating them to learn or remind themselves about important archival concepts.

Also consider mentioning that given the hard times in which we live, it will be necessary for candidates to distinguish themselves from others applying for the same position. As someone that has served on numerous search committees, I have witnessed how little often separates the two or three top contenders for a job. Being certified may make the slight but important difference between candidates whose qualifications are all strong.

For those who already have an archival position, in studying for the exam, they will enhance their archival skills and knowledge base. This is the experience that I had. By the time I began studying for the exam, I was an archivist but had been out of school for over two years and it had been even longer since I had taken many of my archival classes. The archival theories I had learned in my archival program were great, but there is something about reading archival literature while you are actually working as an archivist that made me more fully understand what I was doing as an archivist and helped me in my work with colleagues and in processing collections, which is what I was doing at that time. Of this I am sure.

In your discussions with your colleagues, consider talking to them about certification and any other benefits from your own unique and personal perspective. Explain how you have grown professionally from the experience of studying for the certification exam and being certified. While the Academy reached a milestone in 2009 with 1000 members and has grown since then, its continued growth translates into an acceptance in certification that can only benefit all of its members, including you. The hope is that certification will be part of the accepted standard in the field. Members of the Academy have already assisted in this effort by staffing the ACA table at conferences, contributing articles on certification to newsletters, speaking to SAA student chapters and serving on outreach committees and task forces designed to recruit new members. However, the process will be greatly facilitated and hastened by all Academy members recognizing their individual role in the process and acting accordingly.



## Heidi Butler, CA University Archivist, Zayed University, Dubai, United Arab Emirates

As an archivist working in a region for which archives are a fairly new concept, Heidi Butler considers the ACA and SAA to be “lifelines.” Heidi became the university archivist for Zayed University in Dubai, United Arab Emirates (UAE), in January 2010, after she and her husband found themselves in a now-familiar economic dilemma. Her husband was laid off in 2009 and Heidi’s part-time job in the archives of a liberal arts college in Michigan would not support their young daughter, mortgage, and expensive COBRA payments, which “would have done us in.” So, she submitted her resume to the SAA job bank. She says, “I had lived in Japan for two years teaching English, and we always thought about living abroad... so when the university contacted me I decided to go for it.”

Heidi credits her certification, in part, for securing the position. Being certified showed commitment to her profession, which, she believes, gave her application more weight. At the time she was hired, the hiring committee consisted of non-Americans who likely would not



Photograph courtesy of Heidi Butler, CA

University Archivist Heidi Butler, CA

know about the ACA, but the library dean was American and the job description listed certification as desirable, so the credential had value.

The university was founded in 1998 as a women-only institution – although it is gradually becoming co-educational – with another campus in Abu Dhabi. Heidi is the first university archivist for Zayed. At this point, her focus is on devel-

oping the nascent program, primarily, building the collections and establishing policies and procedures. Such a project is a challenge even when you have ready access to available resources,

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## Academy Profile

This feature profiles members of the Academy of Certified Archivists. If you would like to suggest someone to be featured, or if you yourself would like to appear in the column, please contact:

Carol I. Mead, CA  
carolmead@austin.utexas.edu

Carol I. Mead, CA, is the Archivist for the Archives of American Mathematics at The Dolph Briscoe Center for American History, The University of Texas at Austin .

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**Academy Profile: Heidi Butler***(Continued from page 7)*

but in a different country, thousands of miles from the usual resources, with few alternatives, the job is even more daunting. Basic archival supplies, for instance, do not come easily. The typical housing for documents is plastic sheet protectors rather than file folders, ring binders for long-term storage, and bulky, heavy boxes. She was given approval to order standard archival supplies from the United States, but had to wait four months for them to arrive.

Her greatest challenge, however, is being one of the few archivists not only in her organization, but also in the region. Heidi has been told that she is the only professionally trained archivist in a public institution other than the UAE's national archives. Although she has worked as a lone arranger for most of her career, this position offers a new perspective on the concept. She has no regional or national networks of archivists to consult, so she has "become much more dependent on my library colleagues than in previous positions because they have some understanding of what I do." But Heidi remains undiscouraged. Someday she would like to help form an archivists group in the Arabian Gulf region.

One of Heidi's and her husband's personal challenges, she says, is to find American friends. Foreigners make up the majority of Dubai's population, chiefly, Asian (Indian, Pakistani,

and Filipino among others), with westerners being in the minority. In the library, Heidi lists her colleagues' nationalities as American, Canadian, Australian, Jordanian, Egyptian, Iraqi, Sri Lankan, Swedish, Italian, Indian, Tanzanian, Filipino, and Emirati. Although Arabic is the official language of Dubai, English is the lingua franca, both in the community and in the library. One advantage she names of living in such an international society is that her daughter attends a school with kids from all over the world – some 83 other countries.

A native of Michigan, Heidi received her MSLS from the University of North Carolina-Chapel Hill in 2000. Five years later, she took and passed the certification exam. Although she had always known about the Academy, she realized the benefits of being certified when she began working in an organization that respected credentials. After library school, she worked in a local public library's history room, but then took a job in Chicago in the library of a medical center/health care university. According to Heidi, "we had to work at staying on people's radars because the health care activities were so much more immediate and attention-consuming. The system-wide newsletter had a regular column of updates on people's credentials, and I thought it might bring a bit of recognition to the library and archives if there was a CA on the list with all the MDs, PhDs, FRCSs..."

In addition to adding to credibility in the workplace, Heidi says it motivates her to pursue profes-

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# Editor's Endpaper

**Heidi Butler**

(Continued from page 8)

sional development activities to help her maintain her certification status. And that, in turn, helps to justify her faculty status at Zayed.

Although she is unable to participate fully as an ACA member due to geographic distance, Heidi says she reads the newsletter regularly and in the future would like to attend a conference in which ACA is involved. And she intends to recertify when the time comes. As she says, "I still have many years left in my career and you never know what might be coming next."

If you would like to discuss the experience of living and working in Dubai with Heidi, she may be reached at [Heidi.Butler@zu.ac.ae](mailto:Heidi.Butler@zu.ac.ae).

## New Resource for Exam Prep

The Society of American Archivists recently announced the availability of out-of-print SAA publications through the Hathi Trust website. The catalog includes a 1996 reprint of T. R. Schellenberg's archival classic *Modern Archives: Principles and Techniques*. Visit <http://babel.hathitrust.org/cgi/mb?a=listis;c=1406499934> for a full list of publications.

## Take Note!

Here are a few things to remember from this issue.

- ACA's annual business meeting will be held in Chicago on August 25, 2011 in conjunction with the Society of American Archivists' annual meeting. We will be meeting at 7:30PM.
- Recertification by petition can now be done electronically! Petitions are due June 1st. Visit <http://www.certifiedarchivists.org/members-area/certification-maintenance.html> for more information.
- Don't forget to volunteer to staff the ACA booths at upcoming conferences.

Please send any comments, ideas, or suggestions about *ACA News* to:

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