



ACA News

The Newsletter of the Academy of Certified Archivists Issue 84 Winter 2014

President's Message

Margery N. Sly, CA
Special Collections Research Center
Temple University Libraries
Philadelphia, PA



As I'm writing this, many of us, including ground hog Punxsutawney Phil, have popped our heads out doors and noted that there are going to be at least six more weeks of winter. The weather hasn't slowed down ACA board members, however, and we're putting together the agenda for the mid-year board meeting in Philadelphia on March 2.

Your board works hard, and I'm consistently impressed with how much they and other faithful volunteers do for the Academy. Working with a systems colleague, Laura Botts, CA has migrated the Web site to Word Press—both easier to use and less hack-able. Todd Welch, CA has been monitoring our finances and prepared a plan for travel assistance scholarships that would expand our representation at international meetings. Gregor Trinkaus-Randall, CA represented ACA and SAA at the International Council on Archives (ICA) and its Section of Professional Associations (SPA) meeting in Belgium.

Tomaro Taylor, CA and the Exam Development Committee have been drafting and reviewing exam questions and will meet in Philadelphia, February 28 – March 1 to continue their work. Courtney Chartier, CA has been placing ads and organizing outreach events at professional and student chapter meetings. Pam Nye, CA and Marcus Robyns, CA are preparing for the certification maintenance and examination administration onslaught which is their spring focus. Linda Hocking, CA gathered the information you find in this newsletter. The nominating committee has begun its work—if Laura McLemore, CA or Helen Wong

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President's Message

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Smith, CA asked you to run for office, please say yes.

As we celebrate our 25th year, we continue to be surprised by the variety of opinions that exist in the archival community about certification and recruit all of you to speak out (as so many of you have done) to promote the benefits that certification brings to individuals and to the profession. The Role Delineation Task Force, under the capable leadership of Mary Elizabeth Ruwell, CA is working to update one of the Academy's most significant contributions to the profession which defines the knowledge and skills necessary for archival work.

And we support our colleagues who continue job searches and look for creative ways to market their skills. At its January meeting, the SAA Council devoted time to consider employment issues in the profession. To quote SAA President Danna Bell: "As was made clear from our discussion of this 'mega issue,' employment issues present a complex, multi-faceted dilemma for our profession. Effective management of this dilemma will require creative and collaborative thinking and involvement by various components of our membership over the long term. The SAA Council is committed to looking at ways to bring together students and new professionals, mid-career archivists, archival educators, employers, and others who can help us find ways to manage a difficult – and, for many, a painful – situation." Is it time for ACA to reactivate its work in educating employers about the value a professional archivist brings to the workplace? Let me know if you'd like to volunteer. And lastly, I'm grateful to the members who responded to my request for volunteers to help with the 25th anniversary celebration. Stay tuned for those plans and more news about the work of the Academy of Certified Archivists.

Contact information for the Officers and Regents is available on the ACA website:

www.certifiedarchivists.org/about-us/officers.html

ACA Officers

President (2013-14)	Margery N. Sly, CA Special Collections Research Center Temple University Libraries Philadelphia, PA
Vice President/ President-Elect (2013-14)	Daphne O. DeLeon, CA Nevada State Library & Archives Carson City, Nevada
Treasurer (2012-14)	Todd Welch, CA Cline Library Northern Arizona University Flagstaff, Arizona
Secretary (2013-2015)	Wesley Chenault, CA Virginia Commonwealth University Richmond, VA
Regent for Examination Administration (2013-2015)	Marcus Robyns, CA Northern Michigan University Marquette, MI
Regent for Examination Development (2012-14)	Tomaro I. Taylor, CA FMHI Research Library USF Libraries Tampa, Florida
Regent for Certification Maintenance (2013-15)	Pamela Nye, CA The Westminster Schools Atlanta, Georgia
Regent for Outreach (2012-14)	Courtney Chartier, CA MARBL Woodruff Library Emory University Atlanta, GA
Immediate Past President & Re- gent for Nominations (2013-14)	Laura Lyons McLemore, Ph.D., CA Noel Memorial Library Louisiana State University Shreveport, Louisiana
Chair, Nominating Committee (2013-14)	Helen Wong Smith, CA University of Hawaii Hilo Hilo, Hawaii

2014 Western Archives Institute

The 28th annual Western Archives Institute will be held at the University of California, Riverside from **July 6 – 18, 2014**. The Western Archives Institute is an intensive, two-week program that provides integrated instruction in basic archival practices to individuals with a variety of backgrounds, including those whose jobs require a fundamental understanding of archival skills, but who have little or no previous archives education; those who have expanding responsibility for archival materials; those who are practicing archivists but have not received formal instruction; and those who demonstrate a commitment to an archival career.

The Institute also features site visits to historical records repositories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, outreach programs, and managing archival programs and institutions.

Ciaran B. Trace has graciously agreed to serve as Principal Faculty Member for the 2014 Institute. She trained and worked as an archivist in Ireland before moving to the United States in 1997 to pursue a doctoral degree in Library and Information Science at the University of California at Los Angeles. While at UCLA, she worked as the Associate Director of the Institute on Primary Resources, a program aimed at fostering the use of archival materials in the K-12 classroom. Ciaran currently works as an assistant professor at the School of Information at the University of Texas at Austin where she teaches courses on archives and records management. In her research and writing Ciaran studies the nature, meaning, and function of everyday writing, recording, and recordkeeping. Another research strand looks at how and why individuals and institutions collect material culture, the intersection of material culture and information behavior, and issues of digital materiality, including the study of the artifactual nature of computers, computer systems, and digital objects.

Tuition for the Institute is \$700 and includes a selection of archival publications. Other non-negotiable fees including program transportation, facility fees, opening dinner, and luncheon at the closing program will be available in early February. Housing and meal plans are available at additional cost.

The application deadline for the 2014 Western Archives Institute is **March 1, 2014**. For additional program information, see <http://www.calarchivists.org/WAI>, or contact:

For additional information, contact:
Administrator, Western Archives Institute
1020 O Street
Sacramento, CA 95814
Telephone: (916) 653-7715 Fax: (916) 653-7134
E-mail: ArchivesWeb@sos.ca.gov

The Western Archives Institute is co-sponsored by the Society of California Archivists and the California State Archives.

The application package is available on the California State Archives Web site at <http://www.sos.ca.gov/archives/wai/>, and on the Society of California Archivists Web site at <http://www.calarchivists.org/WAI>.

From the Nominations Committee Chair

Helen Wong Smith
University of Hawaii Hilo
Hilo, Hawaii



Nominations for officers for 2014-2015 are sought until February 28, 2014.

Please send the following information to smith@hawaii.edu:

- Name
- Nominated Position
- Current Employer
- Institution/Location
- Years with ACA
- Reason you believe this person would make an appropriate officer

Academy Profile: Andrew Baylay, CA

By Ruth E. Bryan, CA



Andrew Baylay, CA

Andrew Baylay has an MA in Maritime History and Archaeology, so his introduction to archives came through being a researcher. In addition, he was a summer intern at the Bermuda Maritime Museum, where he helped with archival collections; then, after

graduation, he served as the Curator for the Bermuda National Trust. In that position, he particularly worked with loan agreements, accessioning, and collection policies because he was managing those Trust holdings that were on loan to the Bermuda Archives. He then applied to and got a job at the Bermuda Archives, where he is currently working. Andrew notes,

"To a degree, I stumbled into the position. I have always had an interest in Bermudian history, but there are very few jobs in Bermuda where you can work in that field. So, becoming an archivist was a good fit for me."

Andrew started his job in the Bermuda Archives in June 2010 and took the certification exam two years later.

I decided to get certified mainly to prove to myself that I had an understanding of the profession I was in and thought that getting certified could only help my career. I do think it is a valuable process to go through. I would say it has helped my career in two major ways. When I first started as an archivist, I was learning things

on the go and what I could from colleagues. When I decided to take the exam, I sat down and began to read journal articles, manuals, and some of the classic works. I learned a lot in that year or so of self-study. That is a long way of saying it has helped my career by forcing me to become more knowledgeable about the profession. Secondly, that knowledge and having passed the exam gave me more confidence, since it meant I did have some idea what I was talking about! I definitely feel more productive and comfortable with my position now that I have been certified.... Some of the things I read did not really have direct application to my day to day operations, but now I often see issues I read about for the exam on listservs and in journal articles, showing that even though I may not have those specific issues other institutions do.

The Bermuda Archives encompasses both the Records Center and the Archives, and the Archives holds both government records of permanent historical value as well as private collections. The government records date from 1612, when the first settlers arrived. Andrew notes that since "Bermuda has never been invaded, changed hands, or had a major revolt or revolution, there has never been a mass destruction of records here. Considering they go back to the early 17th century, they are surprisingly intact."

The private collections include "personal papers, publications, church records, lodge records, cultural institution records, artwork, photographs, motion film," among other things. Andrew

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From the Regent for Outreach

Courtney Chartier, CA
MARBL Woodruff Library,
Emory University
Atlanta, GA



Calling all Volunteers!

The best part of being the ACA Regent for Outreach isn't asking members to volunteer. It's asking members to volunteer and having them respond with an enthusiastic "Yes!"

Each year there are multiple volunteer opportunities for our members. Springtime is the season for both presentations to SAA student groups and staffing the ACA vendor table at regional meetings around the country.

If you are interested in speaking to a SAA student chapter near you, please contact me at Courtney.chartier@gmail.com. Speakers are provided with a standard slide presentation, but are encouraged to use the presentation as the opportunity to share with students their own feelings about certification: why they pursued it and why they maintain it. This program has shown real results at exam time.

Before and after the exam is given each August, we administer a survey of the exam takers. The majority of those who took the test in 2013 reported that they heard about certification from attending a presentation, a fellow student, or from a faculty member. Last year, this group accounted for more than 50% of the over 200 people who sat for certification.

Another avenue for volunteering is to work a shift at the ACA vendor display at your regional meeting. ACA sends out its display to annual meetings for many of the regional archival organizations and requests members to work the vendor booth. It's a great way to meet other CAs who stop by for a sticker and to say "Hello" and to talk to students and professionals who are curious about certifica-

tion. Be on the lookout for volunteer opportunities at your regional meeting.

This year the Outreach Committee is working on a new project: the redesign of the ACA traveling display. In previous years, the Committee has worked to create a standard PowerPoint presentation about certification for promotional use, and redesigned the ACA brochure. Freshening up our display was a logical next step. The members of the Outreach Committee are Jennifer Andreola, CA (History Factory), and Michelle Ganz, CA (Lincoln Memorial University).

And don't forget that you can also volunteer with ACA this year as a member of the Anniversary Celebration Committee, headed by President Margery Sly. To volunteer, or to share ideas for celebratory activities, contact her at msly@temple.edu.



Did You Know??
Did You Know??

- 2014 Exam and Recertification Materials are now available online at <http://www.certifiedarchivists.org/>
- Just a reminder that after you retire, a dues payment of \$10/year enables you to retain your membership and remain active in the Academy. Please extend your commitment to the Academy and profession by staying involved!

Academy Profile *(continued from page 4)*

serves on the reference desk two days a week, does processing and description, and also assists with or takes the lead on putting together exhibits. The Archives recently acquired a planetary scanner, so digitization projects will also be on Andrew's agenda in the near future.

In fact, Andrew says that even in his three years in the Bermuda Archives, he has noticed the impact technology in general is having on research services and governmental legislation:

When I first started, we were still receiving a few inquiries by post. After we got a very basic website that had an email address, posted inquiries virtually stopped. Also, the number of photocopies has plummeted and digital photography dominates the reproductions made. Recently PATI (public access to information) legislation was passed here, though not yet put into force. Once it comes into effect, it will alter some of the access policies we have and will contribute to new or changes in policy in the future."

Ruth E. Bryan, C.A., is Director of Archives & University Archivist at the University of Kentucky, Lexington, KY, USA

The Society of American Archivists is in search of excellence!

Do you know of an individual or organization that has made an outstanding contribution to the archives profession? Or promoted greater public awareness of archives? Have you published a groundbreaking book, written an outstanding article, or developed an innovative finding aid? Do you need financial assistance to attend graduate school or a professional conference?

SAA offers a variety of opportunities for professional recognition and financial assistance through the naming of Fellows, an awards competition, and scholarships. To learn more about these recognitions, click on the link below. Nominate a deserving colleague -- or yourself!

This year's deadline is February 28.

<http://www2.archivists.org/recognition>



History Day Committee Seeks New Members

The Reference, Access and Outreach's National History Day Committee is seeking new members. Our main task is the promotion of National History Day among teachers and archivists. Our main creation so far has been a National History Day Toolkit for teachers and archivists that I've linked to below.

Our current project is the creation of two webinars highlighting the main sections of the Toolkit (resources for teachers and resources for archivists interested in participating in NHD), so if you know much about creating webinars, you're especially welcome. We are always interested in ways to improve the Toolkit as well.

Please contact Shaun Hayes at shayes17@uwyo.edu if you are interested in participating in promoting a great program and helping to familiarize the public with archives and the awesome things they contain.



WANTED!

Volunteers for a Celebration Committee!

It's the Academy's 25th Anniversary!

Let's celebrate the past and look to the future at our August 2014 meeting in Washington, DC.



We need an anniversary celebration committee to plan fun and meaningful events for our anniversary year:

1) distinguished service awards

2) fund raising for international travel awards

3) a celebratory luncheon

4) your ideas here: _____.



If you'd like to volunteer for the committee or have suggestions for the celebration, please be in touch with Margery Sly, msly@temple.edu.

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?stPopular=&gid=1799847>

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

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or contact the editor directly:

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