



# ACA News

The Newsletter of the Academy of Certified Archivists Issue 88 Spring 2015

## President's Message

Daphne O. DeLeon, CA  
Nevada State Library & Archives  
Carson City, NV 89701



Thank you to the Nominations Committee and the members that have agreed to run for ACA office. The 2015 Ballot is one of the strongest that I have seen. Make your voice heard and cast your vote!

As we work to finalize the details of ACA activities (luncheon, business meeting, table, etc.) this August at the SAA meeting in Cleveland, Ohio I am struck by how quickly the year is passing and what we have been able to start-up. One of my goals for this year is to raise awareness of ACA's contribution to the profession. A strategy that we have been able to implement is to ensure that ACA is represented on projects that discuss professional qualifications/continuing education. Educopia is embarking on the following two Institute of Museums and Library Services (IMLS) funded projects. Both projects include ACA representation.

*Nexus II: Leading Across Boundaries (LAB)*

<http://educopia.org/research/grants/nexus-ii-leading-across-boundaries>

*Mapping the Landscapes: Continuing Education and Professional Development Needs and Opportunities for Libraries, Archives and Museums*

<http://educopia.org/research/mapping-the-landscape>

Another strategy to raise awareness of ACA's impact is the **Strength in Numbers** initiative. The initiative is based on having Academy members wear something that readily identifies them as a certified archivist. While every member has a lapel pin and stickers are available at the

## In this Issue

President's Message .....	1
From the Vice President/ President Elect.....	4
From the Regent for Examination Administration.....	5
Slate of Candidates.....	6-11

ACA News is published four times a year by the Academy of Certified Archivists  
1450 Western Avenue, Suite 101  
Albany, NY 12203  
Phone: (518) 694-8471  
Fax: (518) 463-8656  
[www.certifiedarchivists.org](http://www.certifiedarchivists.org)

(continued on following page)

## President's Message

*(continued from previous page)*

ACA desk at the SAA meeting to wear, a person cannot look across a room and spot the certified archivists. The ACA polo shirt is a great way for an individual to quickly identify how many certified archivists are in attendance at any one event. The Academy currently has over 1200 members.

All members will be able to purchase an ACA polo shirt for \$10. A pre-order form will be sent out to all members. Polo shirts will be available for pick-up in Cleveland in August at the ACA table or mailed for an additional \$3. Make sure we have your size by pre-ordering your polo. Hoping to "spot" you from across the room or registration area in Cleveland!

### 25<sup>th</sup> Anniversary Initiatives

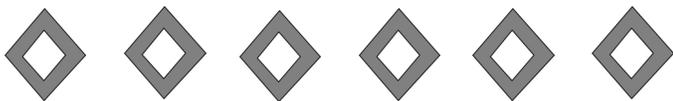
#### International Travel Assistance Award

<http://www.certifiedarchivists.org/members-area/international-travel-assistance-scholarship/>

The International Travel Assistance Award provides a \$1,000 travel stipend for members that submit and have accepted a paper for an International Council on Archives (ICA) or ICA-sponsored meeting that promotes the merits of certification.

#### 25x25 Initiative

In honor of our 25<sup>th</sup> Silver Anniversary I am challenging all members to express the impact the Academy has had on their careers in 25 words or less.



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)

## ACA Officers

President (2014-15)	Daphne O. DeLeon, CA Nevada State Library & Archives Carson City, Nevada
Vice President/ President-Elect (2014-15)	Mott R. Linn, DA, CA Clark University Worcester, MA
Treasurer (2014-16)	Todd Welch, CA Cline Library Northern Arizona University Flagstaff, Arizona
Secretary (2013-2015)	Wesley Chenault, CA Virginia Commonwealth University Richmond, Virginia
Regent for Examination Administration (2013-2015)	Marcus Robyns, CA Northern Michigan University Marquette, Michigan
Regent for Examination Development (2014-16)	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 (2014-16)	Elizabeth Scott, CA Pittsburgh Theological Seminary Pittsburgh, Pennsylvania
Immediate Past President & Re- gent for Nominations (2014-15)	Margery N. Sly, CA Special Collections Research Center Temple University Libraries Philadelphia, Pennsylvania
Chair, Nominating Committee (2014-15)	Christine de Catanzaro, CA Georgia Tech Archives Atlanta, Georgia

## From the Vice President/President Elect

Mott R. Linn, DA, CA  
Clark University  
Worcester, MA



ACA will have a new exam deadline.

As I stated in my last article, I want to ensure that ACA takes into account the needs of our members and responds to their desires whenever it is in ACA's interest to do so. In addition to that, ACA also needs to understand the thoughts of its potential members so that we can continue to attract them.

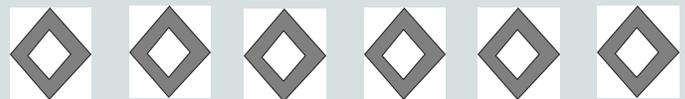
The best method that we currently have for learning about our potential members is from the information that we gather from the survey we give to those prospective members who have signed up for the exam. Every year, we give to those who will take the exam a survey that asks a number of questions that give us some insight into the thoughts of those archivists who are not CAs. For example, one question asks what reasons they had for not taking the exam before now. One can infer from the percentage of responses for two of the answers that our recent increased emphasis on outreach has had the desired result. The number of respondents who replied "I did not know about archival certification until recently" dropped from 20% in 2012 to 12% in 2013 to 2% in 2014. In addition, those who responded "I did not think it was important to do until recently" went from 41% in 2012 to 26% in 2014.

Another answer to this question, the cost involved, has had about 13% of the responses for each of the

last few years. In addition, 16% stated that the location kept them from taking the exam before now. It is in response to those two hindrances that the ACA Board decided to try a new initiative to get some of the archivists who have these qualms to take the exam.

ACA will establish an early bird application period for the exam. Before this new deadline the cost of applying for the exam will be \$25, while the cost for our traditional May 15th deadline will remain at \$50. This will allow some of those who currently cannot afford to take the exam the possibility of signing up for it. In addition, the early bird deadline will lower the threshold for selecting a pick-your-site location to 3. Again, after the early bird deadline the required number will go back up to 5. The benefit to ACA of the second change is that we will be able to publicize the additional locations determined at the early bird deadline, which we hope will convince some prospective members who are waiting for a more convenient location to sign up. Currently, ACA can only publicize the 5 predetermined sites even though the exam has been given in as many as 17 locations in one year.

The ACA Board approved this initiative for a two-year trial while allowing for the possibility of tweaking some of the details after the first year. If it has the intended result, more archivists will become certified.



## From the Regent for Examination Administration

Marcus Robyns, CA  
Northern Michigan University  
Marquette, Michigan

Greetings from the Upper Peninsula of Michigan and the south shore of Lake Superior! The snow, for the most part, has melted but ice remains on *gichi-gami*. On the bright-side, the frost-bite on my nose and forearms has healed. Don't ask. Suffice it to say, I did da Yooper thang and went outside in my shorts and tee-shirt during a -40 degree wind chill day. I looked like Nicholson in *The Shining*.

The Exam Application Review Committee (myself, Margery Sly, and Mott Linn) are busy reviewing applications submitted through Wufoo. Thus far, we are on track to meet or exceed last year's number of 167 approved applications.

I've implemented a new "real-time" tracking database via *Google Sheets* that has improved the workflow and the timeliness of the Committee's decisions. For the online application form, I have revised and clarified some language and also eliminated some redundancy. As a result, I have received far fewer email queries this year from applicants about the form and their qualifications.

Finally, I am planning to hold at least two, but hopefully three, two-hour online study "sessions" via *Google Hangout*. Being a complete luddite, I first heard of this online "hangout" at the mid-year Board meeting. The *Hangout* will allow exam takers to interact with me and others in real-time. Look for the specific dates and times the ACA web site, relevant discussion lists, and social media.



*Some vandal recently corrupted one of my pathetic efforts at public outreach. Yeah! Let's all go "shat" with the archivist.....good grief.....*

## New Polo Shirts Coming Soon!



# Candidates for Vice President/ President Elect

*As we celebrate ACA's 25th anniversary, what is your vision for the next 25 years of ACA, and what concrete steps can we take to achieve that vision?*

## Louis E. Jones, CA



My particular vision for the next 25 years is that archival certification will become the standard within the profession. To accomplish this end, the Academy will

have to pursue a number of bold initiatives. These initiatives will require that the Academy forge closer relationships with other archival organizations, establish a journal, modify its model for exam administration, and expand its presence internationally.

In the short term, I would like for the Academy to pursue a Memorandum of Understanding (MOU) with the Society of American Archivists. While ACA and SAA have worked together previously, a MOU would provide a more formal mechanism through which they could collaborate on mutually beneficial projects. I would also like for the Academy to amend its constitution to include an outreach committee. Led by the Regent for Outreach, a committee will not only make an otherwise time consuming work lighter, but it will also serve as a means of nurturing leadership within the membership. In the long term, I envision the Academy establishing task forces designed to pursue a number of different opportunities, including

- leveraging its Canadian members to conduct forceful outreach efforts into that country's archival community, even creating a French-language translation of the exam that could then be used to target French-speaking countries

*(continued on page 10)*



## Shelly Henley Kelly, CA

ACA maintains a unique position as a fulcrum between two other certifying organizations related to Archives and Information Management: ALA and ICRM. ALA certifies academic

programs preparing students for library careers, while the ICRM certifies individuals in professional RIM positions measuring applied skills and competencies for deploying successful strategies.

Presently, more Archives careers are developed and aligned in academic institutions within libraries, than in the corporate world aligned with RIM programs. To proliferate marketable archival careers, ACA must work in partnership with other Archives and RM organizations to target and develop a stronger balance between the two worlds.

With the CA designated as the certified standard of professionalism for practicing archivists, the next twenty-five years for ACA should shift from introspective outreach to a more sophisticated worldly view. To achieve this, we must continue building on the solid foundation already laid.

With partners, we must advocate the value of archival programs relative to an organization's business/financial impact in concert with Library/Records & Information Managers, and advocate the value of hiring and promoting experienced Certified Archivists into those positions. As more hiring managers require the CA designation, more new archivists will

*(continued on page 10)*

## Candidates for Secretary

*As we celebrate ACA's 25th anniversary, what is your vision for the next 25 years of ACA, and what concrete steps can we take to achieve that vision?*

### Emily Hughes Dominick, CA

My vision for the next 25 years of ACA is for the organization to continue to grow and remain relevant to its membership and the wider archival profession.



Growth is the easier goal to attain: in 2009, we celebrated the 20th anniversary of ACA and the major milestone of reaching 1,000 in membership. For the past decade, there have been over 100 exam takers each year with 2013 being a banner year when nearly 200 sat for the exam. Though not everyone passes the exam these numbers show us that the interest in ACA remains strong. This is where relevance comes into play: as long as ACA proves itself relevant, potential candidates for certification will continue to sit for the exam and those already certified will continue to petition to re-certify. We can tackle the issue of relevance by continuing to do what we do best: establishing and upholding a set of standards for what it means to be a professional archivist. Because the archival landscape is ever-changing especially as we face an onslaught of digital records, budget cuts, and other difficult challenges, these standards must be constantly reviewed and updated as needed. In the end, we depend on the support and participation of our membership. ACA needs to keep membership involved by continuing conversations about standards in the profession by way of outreach efforts (in-person and by social media), participating in professional presentations, advocating for archivists, and providing incentives for members to con-

*(continued on page 10)*

### Anselm Huelsbergen, CA

As circumstances would have it, I stood for Secretary of the Academy when ACA was in its 20th anniversary year, and candidates were posed a similar question about how they



envisioned the Academy's future. Six years down the road, I still believe what I said then: any contributions ACA wants to make in our profession need to be rooted in the Academy's mission to support and promote "the highest level of professional archival practice." In this regard, the cornerstone of the Academy has been defining the areas of knowledge an archivist must master, testing this mastery by examination, and requiring professional development of this knowledge base once certification has been attained.

The Academy has not stopped attracting members as our credential continues to gain professional recognition and employer acceptance. I think that in order to consolidate the Academy's role as arbiter of professional archival certification, our leadership and our membership must be diligent in maintaining role delineation and exam development as the two critical, core components of its mission. Without those, what is it that the Academy certifies? What is it that we say we are when we append "CA" to our names? It is much less important for the Academy to find new things to do than it is to make sure that the things we currently do, live up to what they stand for.

As I noted the last time I stood for ACA Secretary,

*(continued on page 10)*

## Candidates for Regent for Examination Administration

*As we celebrate ACA's 25th anniversary, what is your vision for the next 25 years of ACA, and what concrete steps can we take to achieve that vision?*

### Marcus C. Robyns, CA

The ACA has reached maturity as a professional organization with nearly 1,200 members and a healthy budget surplus. Moreover, the Role Delineation Statement defines archival management with precision, while the certification exam and recertification process set a high standard of competency. The organization is ready to move to the next level.

For its next twenty-five years, my vision for ACA is a bold one. By 2040, the ACA will be the principal and premier archival organization responsible for individual certification, program accreditation, and continuing education in North America. We can achieve this vision through inspired leadership and a strategic plan that empowers the membership:

1. Revise the ACA's mission to include accreditation of graduate archival programs;
2. Establish the board position of Regent for Accreditation, develop a set of criteria for accreditation, and appoint a committee for accreditation review (similar in importance to the EDC);
3. Create the Regent for Professional Advancement and eliminate the Regent for Outreach. This Regent will oversee general outreach but focus on convincing institutional employers to require or prefer certification as a condition of employment AND promotion;
4. Create the Regent for Research and Publication. This Regent will work closely with the EDC to re-

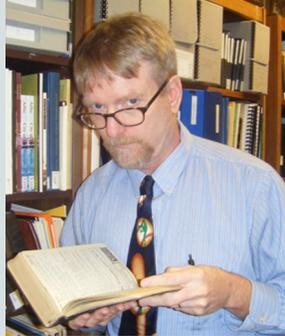


Photo by Terry Zinn

### William D. Welge, CA

The first twenty-five years of the Academy has been one of creation, implementation of archival standards, and solid growth of membership. I envision continued growth in the

profession through the Academy's efforts to reach out to colleges and universities to augment curriculum in Library Schools, Liberal Arts, Business, Law, and Political Science to include archival preservation, records management, museum studies, and related fields. The Academy can develop criteria to enable educational institutions to establish such worthy programs that will attract the new generation of archivists through mid-century and beyond.

- view the quality and scope of the professional literature and present recommendations for research topics;
5. Establish the board position of Regent for Continuing Education. We expect archivists to maintain a high standard but do little to support them;
6. Increase membership dues commensurate with expanded mission and additional administrative support.

This vision dramatically moves ACA beyond the role of simply providing individual certification. It moves the organization toward proactive leadership in defining and shaping the archival profession. It's time to move away from the shadow of SAA and for all archivists to ask when rather than why certification.

# Candidates for Regent for Certification Maintenance

*As we celebrate ACA's 25th anniversary, what is your vision for the next 25 years of ACA, and what concrete steps can we take to achieve that vision?*

## Tara Zachary Laver, CA

It's fair to say that the last 25 years of the profession have seen an unprecedented degree of standardization—widespread implementation of EAD and archival management software like Archivist's



Toolkit, Archon and now ArchivesSpace, for example, and the adoption (completed or in process) of standards and guidelines for a wide range of topics, from best practices for internships to metrics to deaccessioning. That trend is likely to continue. As a professional credentials-granting authority, ACA can use this emphasis on standardization to its advantage.

Perhaps another manifestation of the emphasis on standardization is the proliferation of programs teaching archives and a related increase in graduates. This more widely-available, specialized graduate-education-based path to archival work is markedly different than the environment that spurred the creation of ACA and saw it flourish in its first 25 years. As a result, I suspect ACA will have to discover how to appeal to these new professionals, many of whom will likely feel that their degree provides sufficient credentials.

With these circumstances in mind, ACA should focus on educating new and practicing archivists on the integrity and rigor of the testing process—how new developments such as standards, guidelines, and paradigm-shifting literature are incorporated

*(continued on page 10)*



## Pamela Nye, CA

This milestone provides a great opportunity for ACA to step back and review what's been done in the past and to see what else we still need to do. My vision for the next 25 years of ACA would be that

ACA continue to grow in number, to continue stay on top of the evolving best practices in the profession, and to encourage our members to stay active professionally. One of the cornerstones to me of the ACA is that our members are striving to be the best they can possibly be, which includes ongoing professional education and being active in their state and national archives societies. Once a member passes that first test, he or she knows that's not a once-in-a-lifetime activity, but a testament that he or she will continually reach for excellence in the archives profession. ACA can be a resource for our members to help them find educational opportunities, both local and online, as well as ways to reach out to fellow members by encouraging study groups of recent articles and books. ACA can also reach out to the next generation of archivists by working closely with student groups at universities—providing a rich resource of archivists they can turn to when they have questions about the profession. ACA has made great strides in 25 years, and I will be proud to continue to be part of the next 25 years

# Candidates for Nominating Committee Member

*As we celebrate ACA's 25th anniversary, what is your vision for the next 25 years of ACA, and what concrete steps can we take to achieve that vision?*

## Courtney Chartier, CA

There's a lot to celebrate in ACA. Personally, I have always admired the sense of volunteerism and accountability toward the profession that this organization encourages. I also admire the efforts to keep our Reading



List and Certification Exam fresh, reflective of historic knowledge and current skills, and challenging. We are also a friendly (and good-looking) bunch.

Of course, no organization is already everything that it can be, and the next 25 years can and should be a time for ACA to both keep up our good work and also push forward as a leader in the profession.

I'm a big fan of strategic planning and thinking, and my past involvement with the ACA Board of Regents has led me to believe that the culture of ACA is to make well-reasoned decisions based on evidence, discussion and the needs of members. However, a quick look at the ACA website reveals no mission, vision or statement of goals. We may know who we are now, but what does ACA want to look like in 25 years? We are a robust organization, but what areas have room for improvement or expansion? A concrete step that ACA could take would be to engage in a formal strategic planning process, taking into account the needs of both the Class of '89 and the Class of '39.

## Taffey Hall, CA



In celebrating the Academy's first 25 years and looking ahead to the next 25, my vision for ACA is to foster opportunities within the Academy in which members can be grateful, be giving, and be glad for the work and ser-

vices of our organization. A simple A-B-C road map illuminates that vision and gives a fresh, fun way to think about how we can work together supportively to get there.

**A – Appreciate.** An attitude of gratitude is a great place to start. As we reflect on our first quarter century let us pause to be grateful for the contributions of those individuals who have given our Academy foundation, structure, and service. We have much to learn from the people who have served our organization in the past. Let us seek out their guidance and counsel; pick their brains on what activities have worked best within our organization and their thoughts about where we may improve; and above all, express our gratefulness for the insights these leaders can offer us. We should simply say “thank you” to the folks who have graciously served our Academy in its formative decades and soak up every chance we have to forge new and lasting friendships with them.

**B – Build.** Then, we should take what we have learned, drag out our creative thinking caps, and work together to discern avenues through which we can give the Academy our own unique time and

*(continued on page 11)*

***Louis E. Jones, continued from page 5***

before using this same model for exams in other languages.

- a peer-reviewed journal that will bolster the Academy's presence in the area of archival theory and practice.
- an option to take the exam on-line, which is what our colleagues with the Institute of Certified Records Managers established a number of years ago.

Taken together, these initiatives will lead to certification becoming a standard while making for a stronger field in the process. I ask that the membership consider my candidacy as a step in this direction.

***Emily Hughes Dominick continued from page 6***

tinue to be involved. Programs such as the recently enacted International Travel Assistance Award provide great support to our members and foster greater visibility of certified archivists. As needs arise, these types of programs should continue to be offered: they are mutually beneficial to the archivists involved, ACA, and the wider archival community.

***Tara Zachary Laver, continued from page 8***

into the exam, and how the exam is developed, monitored, and administered. Informational sessions at SAA such as brown bag lunches would offer an appropriate venue for those discussions.

In addition, I see a continuing need for education of the general public about archives and the profession, and there is certainly a role for ACA to play there. ACA should collaborate with SAA and other allied organizations to define and present in a popular and accessible way the difference that archives make and, especially from ACA's perspective, the professional nature of being an archivist.

***Shelly Henley Kelly continued from page 5***

seek certification as the culmination of their education and badge of their chosen profession.

At the heart of the ACA is ensuring that our exam is maintained and measured against established high standards, and is regularly updated to reflect advancements in technology and record formats. Next we can employ a subtle shift in our outreach changing focus from within the archival community towards resource allocators to enhance the value of the CA designation within jobs and professional advancement. Lastly, with a solid foundation in the US, ACA can continue plans for expanding the international component of the CA designation.

***Anselm Huelsbergen continued from page 6***

I believe that I can help lead the Academy into our next 25 years by fulfilling my duties with enthusiasm, professionalism, and, above all, pride in ACA, in certification, and in the archival profession.

**Online Tools**

Don't forget to visit the ACA facebook page:

<http://www.facebook.com/ACArchivists>.

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>



***Taffey Hall, continued from page 9***

talents. We should work to the best of our abilities to expand ACA's engagement with both our members and with those outside the Academy. We should be encouragers to archivists who are yet not certified, to the best of our abilities walking alongside them through their certification journeys. We should be good listeners. We should do our best to answer any questions our members may have about the certification process and the Academy's offerings, and to explain the benefits of certification to those outside ACA.

C – Celebrate! Lastly, we should celebrate our collective accomplishments as an organization. We should be the first in line to congratulate new members to the Academy, and new projects and accolades of our current members. We should hold tight to the dreams of ACA's founders and find delight in the potential and possibilities of the Academy's current and future members. We should be constant cheerleaders for ACA, always on the lookout for ways to help our members grow and dream. In every way possible we should strive to be a positive, uplifting, and inspiring voice for the Academy.

If given the chance to serve as a member of the nominating committee, these are the characteristics I would look for in candidates for ACA office.

**Get Certified – Test date August 19th, 2015**

Visit the Web site at:

<http://www.certifiedarchivists.org/get-certified/>

You will find links to the application; information about travel assistance; test locations; the Role Delineation Statement; and the exam handbook.

See *From the Vice President/ President Elect* on Page 3 for details about changes to the examination deadline and a new reduced early registration fee.



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

ACA News  
c/o Academy of Certified Archivists  
1450 Western Avenue, Suite 101  
Albany, NY 12203  
[aca@caphill.com](mailto:aca@caphill.com)

or contact the editor directly:

Linda Hocking, CA  
Curator of Library & Archives  
Litchfield Historical Society  
P.O. Box 385  
Litchfield, CT 06759  
[archivist@litchfieldhistoricalsociety.org](mailto:archivist@litchfieldhistoricalsociety.org)