



ACA News

The Newsletter of the Academy of Certified Archivists Issue 75 Fall 2011

President's Message

Brenda Gunn, CA

Briscoe Center for American History

The University of Texas at Austin



Greetings from Austin, Texas! First let me congratulate the 85 individuals who passed the certified archivists examination in August. Welcome to the Academy! Congratulations also to those of you who recertified in 2011.

As I mentioned in my President's Address on the ACA website, this year I hope to initiate a broader conversation within the organization on archival issues such as advocacy and diversity. While it is true that ACA isn't overtly an advocacy organization, ACA does state on its website that it "participates in the definition and advancement of professional archival education, concepts, and issues." Though ACA has not addressed any specific endorsements yet, I am pleased that the current board is open to supporting archival advocacy efforts that improves the standing of archives and records in our society. Any improvements for archives naturally benefit the Academy and its members.

In upcoming newsletters, I'll be reporting on the progress of several task forces established by the board. One task force will be looking at the contract renewal for Capitol Hill Management Inc, the Albany, New York company that handles our administrative functions, most significantly the management of our membership database and the administration of the yearly certification examination. Another task force will be writing guidelines for one of the Academy's newest travel awards, the Class of 1989 Legacy Award.

Still a third task force has begun its analysis of the Academy's item bank by examining the number of questions (or items) associated with each domain and task statement. The goal is to learn whether the item bank has

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President's Message

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areas that are thin on questions and whether the thinness is a result of a lack of literature for that particular area or whether it is an area that is just difficult for which to write. The results of this group's explorations have the potential to influence research and writing that make up the profession's body of literature.

Finally a fourth task force is getting underway. The Task Force on Diversity offers ACA not only an opportunity to learn more about its membership, but also to examine ways in which it can be more diverse. The Academy's efforts in this regard will work in concert with other efforts ongoing in the larger archival community.

It promises to be a very productive year for ACA. Stay tuned for updates.

Brenda Gunn, CA

President

Where are they now?

The Academy of Certified Archivists is looking for members who have apparently moved.

Do you know where any of the following CAs are?

Charles Dollar, CA

Tad Howington, CA

Frank Serene, CA

Ask them to send their current contact information to aca@caphill.com.

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

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

ACA Officers

President (2011-12)	Brenda Gunn, CA University of Texas at Austin , Briscoe Center for American History Austin, Texas
Vice President/ President-Elect (2011-12)	Laura Lyons McLemore, Ph.D., CA Noel Memorial Library Louisiana State University Shreveport, Louisiana
Treasurer (2010-12)	Mott R. Linn, DA, CA Goddard Library Clark University Worcester, Massachusetts
Secretary (2011-2013)	Shaun Boyd, CA Douglas County Libraries Castle Rock, Colorado
Regent for Examination Administration (2011-2013)	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 (2011-13)	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 (2011-12)	Pam Hackbart-Dean, CA Southern Illinois University Morris Library Carbondale, Illinois
Chair, Nominating Committee (2011-12)	Tara Zachary Laver, CA Louisiana State University Special Collections Libraries Baton Rouge, LA

Board News

From the Regent for Outreach

Louis Jones, Ph.D., CA
Wayne State University,
Walter P. Reuther
Library, Detroit, MI



I recently wrote the following note to those individuals who passed the certification exam this year. However, I am hoping that all members of the Academy will consider finding similar opportunities to publicize the merits of archival certification. By following the lead outlined in the below, you will be contributing to the outreach mission of the organization as well as the health of the field:

Dear Academy Members who Recently Passed the Certification Exam:

First, congratulations on having taken and passed the certification exam. Your success is a testament to your commitment to the archival field and reflects the broad knowledge you have about this profession.

Now that you have achieved this milestone, I have a request to make -- would you consider writing an article about the experience leading you to take and pass the exam? Any such article -- for your local, state, regional or other archival organization -- could also outline how you think certification will allow you to further your ambitions as archivists. Writing an article about your own certification experience within a newsletter or other publication associated with one of those organizations would certainly get the word out about certification. Given that many archival publications are in search of articles, I am confident that they will welcome submissions on the subject. As Regent for Outreach, I envision how testimonials will inspire non certified archivists to pursue certification.

In one of the recent ACA surveys that many of you completed, the answers clearly revealed that many of you heard about certification from literature you

read on the subject. With that in mind, any article you write about certification can have the impact of inspiring others to pursue it for themselves. I hope you agree and seek an opportunity to write an article with this in mind. In addition to spreading the word about certification, I should also mention that you can also gain points toward recertification for the effort.

Again, welcome to ACA. If you have any questions or would like to get involved in ACA outreach, please do not hesitate to contact me.

Louis Jones, PhD, CA
ACA Regent for Outreach

From the Regent for Examination Development

Mary Elizabeth Ruwell,
Ph.D., CA
United States Air Force
Academy, Colorado Springs,
CO



We are happy to welcome Leanna Lee Whitman, CA just retired from the US Court of Appeals, Third Circuit, in Philadelphia, and William Caughlin, CA, Corporate Archivist at AT&T in San Antonio, to the Exam Development Committee (EDC). They will join Christine de Catanzaro, CA, Matt Szybalski, CA, Tomaro Taylor, CA, Emily Hughes Dominick, CA, Mary Elizabeth Ruwell (EDC Regent), and Laura McLemore (ACA Vice-President). We bid good-bye with regret to John Fleckner, CA and Jane Kenamore, CA who contributed their great knowledge and experience to the committee.

Congratulations to all archivists who passed the exam this year! Thank you to all who took the survey after the test; it will help the committee who will create a new exam in the spring. And thank you to the wonderful professionals who participated in the item-writing workshop this year in Chicago. There was a lot of discussion and ten questions were added to the item bank.

Mooney Receives Certified Archivist Designation from ACA

Reprinted from the *Cherokee Phoenix*
October 31, 2011

By Will Chavez, Senior Reporter

Photograph Will Chavez, Cherokee Phoenix



Cherokee National Historical Society Archivist Tom Mooney displays a copy of the Boston Chronicle from 1768, which is part of the CNHS archives. The newspaper mentions a meeting between a Cherokee and English delegations.

TAHLEQUAH, Okla. – Cherokee Heritage Center Archivist Tom Mooney is now a certified archivist through the Academy of Certified Archivists.

Mooney recently traveled to Dallas to take the ACA's archivist certification test. He said the test included questions and scenarios an archivist may run into like what material is best for storing color photographs. He also was tested about copyright issues and planning programs.

Mooney said the test was somewhat "tricky." The 100 question multiple-choice test had four answers per question and sometimes all four answers were correct, he said.

"My reason for taking it was basically for self evaluation and to see if I could pass the thing," he said. "I was curious to see if I could really pass a test like that. You hope you can and go down and do it. I was glad to do it." CHC Executive Director

Carey Tilley said Mooney deserves the recognition for his work.

"Tom has been a loyal employee of the Cherokee Heritage Center for over thirty years," Tilley said. "For much of that time he had to work with limited resources. Despite the challenges the archival material in his charge has consistently remained safe. He is very deserving of this high level of recognition from his profession."

The ACA annually offers an examination for working archivists to become certified by qualifying for and passing their examination.

Mooney said with his certification he is one of only 12 certified archivists in the state.

He added he also took the test to reveal his strengths and weaknesses in relation to archiving and to add to his skill set and resume. Mooney, 63, has worked at the CHC museum for 35 years, the past 13 of those years as the center's archivist.

"For a long time I was doing exhibits, genealogy and all kinds of stuff, and the archives was just a stepchild," he said.

In the last few years, he said he has been working to get the archives more organized for the museum's sake and for the person who takes his place in the future.

Last spring, the CHC invited the public to make use of its archives, which are located in the basement of the museum. The archives were recently moved to a better location with more space and better lighting.

Mooney said one-of-a-kind documents, books and photos related to Cherokee history are a part of the archives including correspondence from Chief John Ross and the collections of former Principal Chief W.W. Keeler. The Moravian book series about the Moravian Church's early contact with Cherokee people beginning in the 1750s and re-

Archives 360°: SAA 2011 and the ACA Class of 1989 Award

By Gerald Chaudron, Ph.D, CA

One expects to be blown away, figuratively and literally perhaps, when SAA holds its annual meeting in Chicago but this year there was another wind which turned a few people around and sent them back home in a hurry: Irene. Despite a thinning of the ranks by Friday, SAA was a useful experience for me and I would like to thank ACA for the assistance the Class of 1989 Legacy Professional Development Award gave me to attend this year.

With budgets tight, I went to SAA as the sole representative of my institution, Mississippi State University. My list of sessions was thus an amalgam of my interests and those of my colleagues and I have brought back pages of notes and handouts which will form part of the continuing discussion about how to make our Special Collections better. Having implemented Archivists' Toolkit this year, I was keen to attend the AT/Archon roundtable meeting. The announcement that ArchivesSpace will begin beta testing in late 2012 is great news and I was most encouraged by Brad Westbrook's assurances that the existing AT/Archon users have nothing to fear when moving to ArchivesSpace. The development of plugins for AT by institutions to manage multiple extent issues and reference is also of interest to us at MSU.

All the sessions I attended had something useful to offer but I will note a few which gave me much to think about:

Session 204: Rights, Risk, and Reality: Beyond "Undue Diligence" in Rights Analysis for Digitization.

Most of us are pretty conservative in selecting

items for digitization in the sense that, if there is a perceived copyright issue, we tend not to want to take the risk of putting anything up which might get our institution into legal hot water. But perhaps we are being too careful and the message of this session was that while copyright should not be ignored, the risk is actually much lower than many of us think. We are doing our users a great disservice by keeping many collections off our web pages because we fear the worst. To misquote FDR, we have nothing to fear except fear itself—probably.

Session 302. Practical Approaches to Born-Digital Records: What Works Today.

While we at MSU do not have a head-in-the-sand approach
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Mooney Receives Certified Archivist Designation

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cently translated from German to English are also part of the archives.

The Academy of Certified Archivists, founded in 1989 at the annual meeting of the Society of American Archivists, is an independent, nonprofit certifying organization of professional archivists. Only by meeting educational and experience requirements and passing the archival certification examination can archivists be certified.



Photograph courtesy of Gerald Chaudron, Ph.D, CA



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proach to digital records, we have not addressed the problem of these records in any systematic fashion. The presenters of this session gave some very practical advice on how to start dealing with born-digital records which even a shop with limited IT resources like mine can handle. They also raised some questions regarding what users want (sometimes we are so anxious about the technology that users drop down the list of priorities) and how we can provide access now rather than waiting until we have all the issues figured out.

Session 702. Return on Investment: Metadata, Metrics, and Management.

I suppose that few archivists would question the need to have more information on how efficiently we process our collections but the thought of time clocks and productivity targets makes many of us uneasy. We are not working on a production line but, more and more, our administrators are demanding statistics and at the same time there is legitimate questioning whether our accepted practices are really getting the job done, MPLP being an example. The session presented the results of some surveys of users and processors and the results both confirmed some of my assumptions and surprised me: manually-enhanced metadata received four times as many hits as more generic metadata (no surprise); users valued collection inventories most (no surprise) and if both an abstract and scope and contents were offered the latter was ignored (surprise), and, most archivists spend little time actually processing because of myriad other calls on their time (no real surprise but the amount of time spent on processing was surprisingly low). As for hours per linear feet, that still seems to be hard-to-define figure because of the many variables. The message, however, was that all information is useful.

I was pleased to attend the ACA business meeting

and enjoyed the refreshing informality and camaraderie exhibited there. Who says archivists are stuffy! Congratulations to David Gracy and Michael Holland on receiving well-deserved Distinguished Service Awards. I presented a SAA travel award to an archives student from New York (who did not want to miss the meeting despite Irene) and was happy to see one of Mississippi's own, Julia Marks Young, become a SAA Fellow. Scott Simon of NPR was a great speaker despite the early hour, and his remarks about his adopted Chinese children were particularly meaningful because my own son is half Chinese. And the Field Museum is a fantastic space.

The meeting in Chicago was tremendously useful and inspirational, and the chance to enjoy some good Italian food was very welcome. Thank you ACA.

Calling all Consultants!

The Academy of Certified Archivists offers a special program that allows CAs to receive notice when an organization or individual asks ACA for input on an archival consultant.

It's easy take part and does not commit you to anything. To get involved, all you need to do is contact the ACA office (aca@caphill.com) and tell us you'd like to be included on the ACA Consultants List.

When we are asked for a CA who is a consultant, we ask that we be sent by email all of the necessary information (what is required, scope of the project, timeline, location, contact, etc.); we then forward it to those on our Consultants List. Consultants can then decide if the project is something that might interest them and they can make contact with the person seeking a consultant. Consultants' names and contact information is never provided to those making the inquiry.

If you have any questions, please contact Steve Grandin at the ACA office (aca@caphill.com or 518-694-8471).

Editor's Endpaper

Online Tools

Don't forget to visit the
ACA facebook page:



[http://
www.facebook.com/ACArchivists](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
Linked In at: [http://
www.linkedin.com/groups?
mostPopular=&gid=1799847](http://www.linkedin.com/groups?mostPopular=&gid=1799847) on



Volunteers Needed!

Academy Profile

This popular feature profiles members of the Academy of Certified Archivists. If you would like to interview a colleague and contribute a profile, or if you yourself would like to appear in the column, please contact:

Linda Hocking, CA

archivist@litchfieldhistoricalsociety.org

Tell us what you think!

We would like to determine the best time for the ACA business meeting. Do you prefer day or evening? Share your thoughts on Facebook or LinkedIn, or e-mail bgunn@austin.utexas.edu.

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

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