



ACA News

The Newsletter of the Academy of Certified Archivists Issue 91 Winter 2016

President's Message

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



My last message was about the importance of having your job ads ask for candidates that are certified. Now, I want to discuss one way ACA is trying to entice employers to seek CAs, while at the same time helping you, our members, find jobs.

As some of you have already found out, about one year ago we started listing jobs that seek candidates that are CAs on our Web site and through some of our social media. Usually, once per week we update the list with any additional jobs that we have been made aware of. So, watch for our updates on social media or come to our Web page <http://www.certifiedarchivists.org/job-postings/> to see newly posted jobs that seek to hire CAs.

Many of you seem to already be doing this. For example, that Web page had almost 400 views just during December. Additional CAs have been seeing the job ads through our social media.

It has been nice to see both how many ads there have been that ask for CAs as well as the variety of employers that want to hire us. In 2015 these included the state archives of Oregon, Ohio, and Texas, Columbia University, Cal Tech, and the University of Texas, as well as Marriott Hotels, the Library of Virginia, and the National Gallery of Art. And those are just a small sample of the employers.

I started this listing of ads for a number of reasons. First, was to help you find employers who are looking to hire CAs.

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President's Message

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Second, was to show how many employers advertise for CAs. There are more than I would have thought.

Third, was to try to convince more employers to seek CAs. If you want to hire a qualified professional archivist, what better place to find one than a listing that Certified Archivists look at? The only thing that the employers need to do is to state in their ad that they want to hire a CA, which is in their best interest anyway.

So, is your institution looking to hire a qualified professional archivist? Just make sure the ad says that you are looking for a Certified Archivist, send it to ACA, and we will make sure that many high quality archivists will see the ad. And our service is free!



From the Vice President/ President Elect

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



A New Initiative Poised to Provide the Academy with Well-Deserved Exposure

I am happy to announce an initiative that the ACA board approved in December and for which a task force has now been established. In the coming months, that is, the Academy of Certified Archivists will set out to document its history through an oral history project. The task force will comprise Bertram Lyons, CA; Rachel Telford, CA; and Alison Schein, CA. These task force members are well poised to provide guidance to this effort, as they all serve or have recently served in leadership positions with the SAA Oral History Section. I will serve as ex-officio on the task force.

This is an ideal moment to pursue such a venture. Given that the Academy has recently experienced

its 25th year anniversary, many people associated with its history are still active in the profession, including many of its founding members. If we wait much longer, many of those voices will be lost. It is with this in mind that we will pursue this effort.

As historians and others work to conduct research about and provide exposure to the history of the archival profession, they will, no doubt, consider the role of the Academy of Certified Archivists. In its 25+ year history, the Academy has developed a role delineation statement outlining the major areas of archival work with which archivists should be familiar, established a rigorous exam challenging prospective members around that role delineation statement, and fostered continued engagement in the profession as members work to recertify. In the process, the Academy has retained a growing number of members, currently totaling nearly 1,200. Eleven have served as SAA president, forty-one are SAA fellows and twenty-eight have served as members of SAA council. Ours is an organization that has contributed to the health and vitality of the archival profession. An oral history project will elucidate the process involved in attaining these and many other accomplishments of the Academy while providing exposure to the role of the Academy in the field as a whole.



Get Your ACA Polo Shirt Before the Meeting!

Go to <https://certifiedarchivists.wufoo.com/forms/aca-polo-shirts-order-form-201516/> and you can order your shirt there; you can pick out your size and pay online if you'd like.

Please note that the cost is \$10.00 plus \$3.00 postage and handling.



From the Regent for Certification Maintenance



Tara Laver, CA
Louisiana State University
Special Collections
Hill Memorial Library
Baton Rouge, LA

Recertifying by Petition: A How-To Guide

Many of us remember the anticipation and even anxiety as we prepared for the certification exam, and of course breathed a sigh of relief and enjoyed a sense of accomplishment upon learning we had passed. Passing the initial test, however, is just the first step in our certification. Like anything worth having long-term, it requires care, attention and maintenance; this commitment to our ongoing professional credentialing is renewed every five years through the recertification process.

The new year kicks off this process for members who are due to recertify. If you are among the CAs scheduled to recertify this year, you will have received notification by now, but you can always contact Steve Grandin (aca@caphill.com) or me (contact info below) to confirm your schedule. Certified archivists may either recertify by re-taking the ACA exam in August or by petition, which entails reporting activities and accomplishments in the five areas of qualifying professional employment; education; professional participation and outreach; professional service; and writing, publishing, and editing.

Most opt to submit a petition, and we are now accepting them for the 2016 cohort. They are due by May 31, 2016. Your petition should report your activities from January 2011 through December 2015. Everything you need is linked in the "Recertification by Petition" area of <http://www.certifiedarchivists.org/members-area/>

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ACA Officers

President (2015-16)	Mott R. Linn, DA, CA Clark University Worcester, Massachusetts
Vice President/ President-Elect (2015-16)	Louis E. Jones, Ph.D., CA Wayne State University Walter P. Reuther Library Detroit, Michigan
Treasurer (2014-16)	Todd Welch, CA Cline Library Northern Arizona University Flagstaff, Arizona
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Regent for Examination Development (2014-16)	Tomaro I. Taylor, CA FMHI Research Library USF Libraries Tampa, Florida
Regent for Certification Maintenance (2015-17)	Tara Laver, CA Louisiana State University Special Collections Hill Memorial Library Baton Rouge, LA
Regent for Outreach (2014-16)	Elizabeth Scott, CA Lehigh University Bethlehem, Pennsylvania
Immediate Past President & Re- gent for Nominations (2015-16)	Daphne O. DeLeon, CA Nevada State Library & Archives Carson City, Nevada

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

SAA Presidential Candidate Statements

ACA President Mott Linn posed this question to the candidates for the SAA Presidency:

As both ACA and SAA envision their respective roles in the future of the archives profession, what goals or interests do both organizations hold in common and what approaches would you recommend for encouraging effective collaboration between the two organizations?

Their unedited responses follow.

Tanya Zanish-Belcher
Wake Forest University



Many thanks to ACA President Mott Linn for giving me the opportunity to share my vision for the future of SAA with ACA members. ACA plays an important role in the archives profession by encouraging, recognizing, and rewarding archival continuing education and professional development. ACA is a major constituency within the Society, and it is important that we collaborate and work together to improve the archives profession and educate others about the role of archives in society. There are several areas where I believe ACA and SAA share goals and interests in common, particularly in the areas of Advocacy, Diversity, and Education.

Advocacy:

While advocacy has been the buzzword for the past several years, I think there needs to be a broader discussion about what advocacy truly is and how we can create substantial and lasting change to the profession through our efforts. While we have all responded to emergency e-mails in regards to sudden budget shortfalls or archives closures, SAA and its members need to focus on building long-term relationships. The relationships we build--with allied professions, legislators, major donors--can assist us in responding more effectively and thoughtfully, as

Lori Lindberg, CA
San Jose State University



Part of ACA's mission is the definition and advancement of professional archival education, concepts, and issues. The ACA also identifies and promotes understanding of archival goals, ethics, and standards. SAA does all of those things, too, on a larger scale and with additional scope of services. Despite our variance in size, we have many aspects of vision common between the two organizations. I'd like to focus on two that I feel are particularly fruitful for collaboration.

Education and professional knowledge

As noted above, ACA strives to help define and advance professional archival education via learning assessment and certification. Part of SAA's vision is to enable archivists to achieve professional excellence. One of SAA's strategic goals for the next 3-5 years is enhancing professional growth. The ACA's common goal here is without question. It is a certification, and, as ACA notes, "the only available standard by which employers are able to judge the qualifications of prospective staff members." SAA has made significant strides in developing particular foci in their continuing education programming, evidenced by the success of the Digital Archives Specialist curriculum and certificate as well as the new Arrangement and Description certificate. SAA in

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SAA Presidential Candidate Statements *(continued from previous page)*

Tanya Zanish-Belcher

opposed to a one-time reaction to a specific event. We need to better communicate about the greater good archives, and the archival profession, provides for everyone. I would call on ACA members to collaborate with SAA's efforts in connecting with those outside of the profession who can help us achieve our goals.

Diversity:

Diversity has been an issue in the archives profession for many years, and will continue to be so. We all need to commit to diversifying the profession and our collections, although sometimes, it can seem overwhelming. I intend to work with the SAA Diversity Committee, and other roundtables and sections, to focus on developing a list of action items members can incorporate into their daily work lives to promote and sustain diversity within the profession and the collections. In addition, I would ask that archivists share the important collection development work in diversity that many have implemented in their repositories. Again, I would call on ACA members to capitalize on their roles as leaders in the profession to help build more awareness of our profession in diverse populations and expanding it to new constituencies.

Education:

The ACA plays a very important role in the development of SAA's continuing education offerings. For many SAA and ACA members, our workshops are an incredible resource for archivists to develop their professional skills and maintain important standards for performance. SAA and ACA can also use these workshops to introduce new trends in the profession, refresh updated standards, and keep members current to emerging technologies and ideas. This is a primary growth area for SAA, in regards to revenue

Lori Lindberg, CA

tends to place resources and has set strategic goals to build and innovate in this area. They need experienced working professionals to participate. CAs would be (and are) great instructors for SAA education courses, webinars, workshops and publications. CAs can submit course, webinar, e-publication or book proposals for consideration and develop a successful proposal with a variety of delivery options. Certification processes in place at the ACA inform SAA's recent continuing education initiatives. ACA's influence is there. Let's step up CA participation, and if CAs are already participating, let's publicize it.

Another area of collaboration is in committee and task force volunteer work. Special interest sections are not accessible to those CAs who are not SAA members, but those that are can further participate in a number of ways within their areas of interest. These are examples of some of the best ways to interface with archivists not members of the Academy, gain Academy members, and collaborate in active and influential ways. The Vice President appoints volunteer applicants to many of these groups. I encourage all CAs to apply for service in SAA as well as in the Academy. This increased cross-pollination of organizational human capital can only benefit each organization.

Professionalism

ACA seeks to identify and promote understanding of archival goals, ethics, and standards. SAA values transparency, accountability, integrity, and professionalism in conducting its activities. Both, then, have professionalism as a value in common. The ACA is an organization of professional archivists who have passed the requirements necessary to become a Certified Archivist. Membership is a limited group of professional archivists who have under

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SAA Presidential Candidate Statements *(continued from previous page)*

Tanya Zanish-Belcher

and member demand, and ACA's assistance in developing, prioritizing, and acknowledging archives curriculum offerings will be much needed and appreciated.

Finally, SAA and the SAA Foundation are continuing fundraising efforts specifically targeted for programmatic endeavors which support the work of the Society, such as the Mosaic Scholarship. I would very much like to see ACA more directly involved with these efforts as we create resources for the next generation of archivists.

In regards to approaches for encouraging effective collaboration, I would most recommend consistent communication. As our organizations grow larger and increasingly complex, simply touching base and sharing information (whether online, phone, or face-to-face) can help us build better and longer-lasting relationships. Frequent discussions, not necessarily meetings, but focused and targeted time together can help us develop areas where our goals and priorities intersect.

Thank you again for the opportunity to share my ideas. The Society and ACA both play an important role in our continued success as archivists. If elected, I look forward to strengthening the collaboration between SAA and ACA, and working with ACA members as SAA continues its work to represent the archival profession in the 21st century.

Regent for Certification Maintenance in the News

Tara Laver, the ACA Regent for Certification Maintenance, was featured in a recent article in the Lafourche Parish, *LA Daily Comet*. The piece highlighted her day job, and detailed the acquisition of a collection of family papers comprising 2.5 cubic feet of records.

Lori Lindberg, CA

taken a rigorous assessment of their skills and knowledge. SAA, with a broader mandate, seeks to impart similar qualities in its membership. How can we better promote professionalism and strive for common solutions to work issues such as job security, pay, status and institutional support? How can we work together to assure a diverse, well-trained membership and advance the public standing of archivists as a common core value? The two associations should work together in supporting not just professional development initiatives such as those I mention above, but also in expressing professional opinion and advisements in the public and private spheres such as amicus briefs, issue briefs, and joint statements on issues that affect archives and archives practice. The existing SAA/ACA liaison position between the two organizations needs some better definition and support for a start, and perhaps can be empowered to brainstorm and propose initiatives of their own that, with approval, the respective memberships of each organization can contribute to, support, and further engage. ACA has already started, making a significant investment in new volunteer appointments in the past year, one being in SAA Student Chapter outreach. This is one way ACA can support SAA's services to students and new archives professionals. We should see increased collaboration between the two organizations in future years and an increase in CAs among the SAA membership as new archivists enter the profession who are already aware of the ACA and its credential as an advantage in a challenging job market.

I appreciate the opportunity to answer your questions and am proud to be a member of the Academy.

Read the full article online at:

<http://www.dailycomet.com/article/20100125/ARTICLES/100129713>

Certification Maintenance

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[certification-maintenance/](#), including access to the online form through which you will ultimately submit everything. The below offers some tips about how to prepare your packet.

Even if you are not yet due for certification, take note of these steps and tips to keep your documentation up to date. A spreadsheet in the “Recertification by Petition” area of <http://www.certifiedarchivists.org/members-area/certification-maintenance/> is available to help you track attendance at conferences and workshops, publications, presentations, and other qualifying professional activities. If you keep this document up to date, you’ll be ahead of the game when it is time for you to renew.

Step I. Download the documents entitled “Qualifying Archival Experience” and “Recertification Definitions and Credit Values (ARCs).” Read through everything so that you can see what types of activities count towards recertification points and how many points a given activity provides.

Step II. Start compiling your information, using these documents as a guide. Often people jump right in to the online form. However, you will not be able to save your work and come back. You may have to go back through your notes to find names and dates of workshops, addresses of employers, volunteer work, etc., which will take longer than you anticipate. Have all of your documentation ready and on hand before you start filling in the online form. Again, please note that only the last five years of activities are reported. For those recertifying in 2016, you will report on January 1, 2011, to December 31, 2015.

Step III. Complete your “Qualifying Archival Experience” document and save it as PDF (preferred).

Be complete as possible. Provide full details such as the complete names of the activities (workshops, classes, conferences, books, and articles), their location, and the specific dates they were held. Much of this information is still available on sponsoring organizations’ Web sites. Though not required, a Web link is also desirable if available. If the event organizers submitted their event for pre-approval of archival recertification credits (ARCs) you can find details for those educational events online at <http://www.certifiedarchivists.org/members-area/archival-recertification-credits/>. Please note, however, that this is not a comprehensive list of activities that can be claimed for credits, just those that applied for pre-qualification. An event does not have to be listed to confer credit.

When completing the form, list each item separately. The petition will be easier to read, and this practice will help the reviewer quickly verify the information in the petition if each item is delineated. For example, instead of entering “SAA Conference, 2009-2013,” list each conference individually with location and the dates. If the title of an activity does not make its relevance to the archival profession self-evident, include a couple of sentences describing why it is a qualifying archival activity. Its relevance to the [archival domains](#) (arrangement, description, preservation, reference, outreach, etc.) should be apparent or explained if it is not.

There are a maximum number of credits allowed in each of the five different sections. If you max out each section, you will earn 205 credits, but only 100 credits are necessary for recertification. Nevertheless, I encourage you to submit all the credits you have eligible for a section, even if it exceeds the maximum allowed for the section. If for some reason an item you entered is disqualified or you attributed more points to it than it qualifies for, having those additional credits for that specific section acts as a cushion. It also helps make the process more efficient as it keeps us from having to come back to you in the fairly rare event that some of

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Academy Profile: Florbella Sedillo Bongalos, C.A. De La Salle University Library, Manila, Philippines By Ruth E. Bryan, CA

Florbella S. Bongalos had been working at De La Salle University (DLSU) in various capacities for 15 years before she was transferred to the Archives, a section within the Library, in 1994. With a background in history research (she obtained her BA in History from Silliman University, Dumaguete, Philippines, in 1974), she found that the Archives was her “natural” place, her home:

“Archives serves history as sources for its raw materials. Even if history has to be re-written, re-interpreted from age to age, as it should be, the archives as sources have to remain the same, therefore...taken care of for as long as possible. I believe I have come full circle.”

Florbella was certified in 2014 as hard proof of her professional, quality archival work that adheres to international standards and practices in the Philippine context, where there is no formal, academic degree program in archives or records management. It also gives her an acknowledged base from which to articulate what archives are to users and even to other staff members. For herself, personally, going through certification gave her confidence:

“...a feeling I am ‘a cut above the rest’--that I really know my work, [which] instills in me a stronger drive for greater productive work. It surprises me that I process backlogs faster now, [that I have] an improved decision-making facility. I am certain I have kept the knowledge [from the preparation for the exam]. Also,



there is this nice feeling that I am part of a professional circle.”

And, in terms of her longevity in the profession, Florbella notes that:

“Certification provides continuity between the formal academic degree or certificate program and current skills utilized [on the job]. The inclusion of recertification in archival professional certification gives an added premium over that of the degree..., since the goal of certification is long-term--a continuing, up-to-date, relevant, and valid education.”

Florbella believes that the exam questions reflect the diversity of archival job duties and required professional knowledge. She notes that in just a few hours of test-taking, it would be impossible to present all

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SAA Ballot

Since most Certified Archivists are SAA members, we thought that we should let you know who will be on this year's SAA ballot.

Vice President/President-Elect

- Lori Lindberg, CA - San Jose State University
- Tanya Zanish-Belcher - Wake Forest University

Council (Three-year term)

- Stephanie Bayless, CA - Butler Center for Arkansas Studies
- Robin Chandler - University of California, Santa Cruz
- Courtney Chartier, CA - Emory University
- Tamar Evangelestia-Dougherty
- Erin Lawrimore - University of North Carolina at Greensboro

- Bertram Lyons, CA - Library of Congress

Council Vacancy (One-year term)

- Geoffrey Huth - New York State Unified Court System
- Michelle Light - University of Nevada, Las Vegas

Nominating Committee

- Melissa Gonzales, CA - Witte Museum
- Harrison Inefuku - Iowa State University
- Claire Galloway Jenkins, CA - The Roman Catholic Archdiocese of Atlanta
- Jamie Martin - IBM Corporation Archives
- T-Kay Sangwand, CA - The University of Texas at Austin
- Holly Smith - Spelman College

From the Regent for Outreach

Elizabeth Scott, CA

Pittsburgh Theological Seminary

Pittsburgh, Pennsylvania



Have you ever visited Café Press? It's an online shop where people can purchase products with the ACA logo: www.cafepress.com/

[academyofcertifiedarchivists](http://www.academyofcertifiedarchivists)



You can find everything from mugs to iPhone covers to earrings. Take a look, and order something fun!

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>



Welcome New Members!

Richard Aarstad, CA (Helena, MT)
 Heather Adkins, CA (Nashville, TN)
 Audra Adomenas, CA (Chicago, IL)
 Michael Andrec, CA (Somerset, NJ)
 Linda Barrett, CA (Fort Worth, TX)
 Laura Barry, CA (Alexandria, VA)
 Kirk Bast, CA (Rollo, MO)
 Laura Bees, CA (Vorhees, NJ)
 Jennifer Betts, CA (Uxbridge, MA)
 Sara Borden, CA (Philadelphia, PA)
 John Bowen, CA (Twinsburg, OH)
 Samantha Bradbeer, CA (Leavenworth, KS)
 John Caldwell, CA (Lutherville, MD)
 Melanie Cardone-Leathers, CA (Middle Island, NY)
 Kenneth Cleary, CA (Cherry Hill, NJ)
 Susan Cutrona, CA (Buffalo, NY)
 Kelly Daviduke, CA (Seattle, WA)
 Rachael DiEleuterio, CA (Wilmington, DE)
 Megan Dirickson, CA (Washington, DC)
 Virginia Dowd, CA (Brentwood, NY)
 Heather Ferguson, CA (San Antonio, TX)
 Jessi Fishman, CA (Austin, TX)
 Michele Fricke, CA (Los Angeles, CA)
 Corene Glotfelty, CA (New Bethlehem, PA)
 Nicole Grady, CA (Stockton, CA)
 Evelyn Green, CA (Hartford, CT)
 Elizabeth Hansen, CA (Memphis, TN)
 Erica Harman, CA (Cherry Hill, NJ)
 Andrew Harris, CA (Dayton, OH)
 Kayla Harris, CA (Wilmington, OH)
 Matthew Hebert, CA (Washington, DC)
 Christine Hernandez, CA (Slidell, LA)
 Lucy Hernandez, CA (Northridge, CA)
 Sharalyn Howcroft, CA (Salt Lake City, UT)
 Jane Ingold, CA (Erie, PA)
 Sara Janes, CA (Thunder Bay, ON, Canada)

Layce Johnson, CA (Boise, ID)
 Marta Jones, CA (St. Petersburg, FL)
 Hillary Kativa, CA (Norristown, PA)
 Matthew Kruse, CA (Gainesville, FL)
 Caitlin Lampman, CA (Tucson, AZ)
 Andrew Lippert, CA (Philadelphia, PA)
 Jeff Malcomson, CA (Helena, MT)
 Megan Miller, CA (Newtown Square, PA)
 Sheon Montgomery, CA (Lubbock, TX)
 Brenda Myc, CA (Hamburg, NY)
 Jenna Olszak, CA (Philadelphia, PA)
 Caitlin Patterson, CA (Helena, MT)
 Sarah Pinard, CA (Buffalo, NY)
 Emily Reiher, CA (Chicago, IL)
 Sylvia Reyna, CA (San Antonio, TX)
 Anna Reznik, CA (Austin, TX)
 Sherwin Rice, CA (Northridge, CA)
 William Sampson, CA (Broomfield, CO)
 Laurie Sather, CA (Philadelphia, PA)
 Chanin Scanlon, CA (Fort Worth, TX)
 Sarah Seraphin, CA (Philadelphia, PA)
 Seth Shaw, CA (Morrow, GA)
 Carol Shenk, CA (Seattle, WA)
 Allyson Smally, CA (Hamilton, NY)
 David Snead, CA (Hannibal, MO)
 Kate Tasker, CA (Berkeley, CA)
 George Thompson, CA (Chico, CA)
 Meredith Torre, CA (Atlanta, GA)
 Hoang Tran, CA (Philadelphia, PA)
 Gina Vergara-Bautista, CA (Honolulu, HI)
 Johna Von Behrens, CA (Nacogdoches, TX)
 Desiree Wallen, CA (Decatur, GA)
 Anneliese Warhank, CA (Helena, MT)
 Adam Winters, CA (Louisville, KY)
 Sandra Yates, CA (Houston, TX)
 Ju Sun Yi, CA (Waipahu, HI)
 Kelly Zackmann, CA (Ontario, CA)

Please send any comments, ideas, or suggestions
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