A Joint Meeting of the
New York Archives Conference and the
Archivists Round Table of Metropolitan New York

Program, June 2-4, 2010
Marist College, Poughkeepsie, NY

This conference is underwritten with support from Gaylord Brothers and Hudson Microimaging.

Workshops: *There will be a morning and an afternoon break, lunch is on your own. College dining locations and a list of restaurants close by will be provided*

Workshops June 2nd

Full Day-   9:00 - 3:30 with hour lunch break at 12. Lunch is on your own.

Workshop 1

Dealing with Historical E-Records in Colleges, University and Beyond: Getting Your Program Off the Ground

Facilitator: Michael P. Martin, New York State Archives

Workshop presenter: Steve F. Goodfellow, Access Systems, Inc.

The workshop will help you build a solid foundation for working with permanent electronic records at your institution. It will expose you to legal and technical issues surrounding e-records, point you toward standards and best practices where they exist, expose you to the multiple file formats you are likely to encounter, acquaint you with disaster planning, help you establish goals and strategies and develop an action plan for dealing with the permanent electronic records that are proliferating at your institution.

This workshop was developed with funding awarded to the New York State Historical Records Advisory Board from the National Historical Publications and Records Commission.

Morning Workshops 9:00 - 12:00

Workshop 2

Managing Historical Photographs

Facilitator: Ann Marie Przybyla, New York State Archives

Workshop presenter: Ray LaFever, New York State Archives

This workshop presents strategies for taking physical and intellectual control of photographs to ensure their long-term access and use. It discusses methods of organizing and making photographic material accessible. It also provides guidelines for reference, exhibition, and outreach strategies and preservation of photographs.

Workshop 3

Introduction to Preservation for Small Repositories

Facilitator: Geoffrey P. Williams, University at Albany,

Workshop presenter: Beth L. Patkus, Northeast Document Conservation Center

The responsibility for preserving collections can be overwhelming, particularly in difficult economic times. What preservation activities are needed? Do different types of collections have different needs? What can be accomplished on a tight budget? How do you decide where to start?

This workshop will address the basics of preservation management for archival collections in small repositories, using a combination of lecture and group activities. The presentation will cover the elements of a preservation program, the process of identifying specific preservation needs within your repository, and strategies for setting priorities and addressing those needs in the short and long term. Emphasis will be placed on activities that can be undertaken with limited funding, and grant resources to support preservation planning surveys and other preservation activities will be explored.

(Limited to 25 people)

Afternoon Workshop 1:30 – 4:30

Workshop 4

Which Standards are Right for You?

Facilitator: Anne Petrimoulx, Trinity Church Archives

Workshop presenters: Michele Combs, Syracuse University Libraries; Terry Catapano, Columbia University Libraries Digital Program

This workshop will offer attendees opportunities to evaluate various XML-based standards, including EAD (Encoded Archival Description) and METS (Metadata Encoding and Transmission Standard) for implementation in their own institutions, as well as to raise any practical questions or concerns about implementing these standards with input from experts. As speakers will also present a wide view of XML-based standards, it will be highly applicable and relevant for a variety of institutions, regardless of size, focus, or type of material(s) held.

Discussion will center on uses, both current and potential, with the goal of providing attendees with a clear picture of what each standard can be used for, and which can most effectively fulfill participants' in-house needs. Working examples will be presented. Michele Combs, Librarian for Manuscripts Processing at Syracuse University, will discuss EAD and the ways in which her institution has applied the standard. Terry Catapano from Columbia University, member of the METS board, discuss METS and comment on a METS Editorial Board initiative to provide recommendations on approaches to implementing METS in concert with other XML standards. Be sure to bring questions!

Thursday June 3rd

8:30-10:00 Registration/Continental Breakfast

9-9:45 Business Meetings for NYAC/ART

Slot 1 10:00-11:30

Session # 1

Implementing, Modifying, and Teaching the Archivists' Toolkit

Moderator: Maurita Baldock, New-York Historical Society

The AT and (Just) Me - A Lone Implementation of the Archivists' Toolkit

Deena Schwimmer, Yeshiva University

Teaching Description and Processing Using the Archivists' Toolkit

Janet Bunde, New York University

Archivists' Toolkit Reference Module: Customizing Open Source Software for the Community

Marisa Hudspeth, Rockefeller Archive Center

Session # 2

Cancelled

Session # 3

Digitizing Local Newspapers: A Pilot Project- A Panel Discussion

Moderator: Laura Finkel, Vassar College Archives & Special Collections Library

Panelists: Southeastern New York Library Resources Council

Helene Tieger, Bard College Archives and Special Collections

11:30- 1:30 Lunch
Free time to sample local restaurants (a list of local restaurants will be provided)

Slot # 2 1:30-3:00

Session # 4

Digital Asset Management for Small Repositories

Moderator: Chad Beer, Cline Davis & Mann LLC

It works, but is it usable? Usability and DAMS"

Leala Abbott, The Metropolitan Museum of Art

Metropolitan Museum of Art User-Case Study

Einar Brendalen, The Metropolitan Museum of Art

Moving a Cataloged Analog Collection to the Digital World: 1.3 million pages in three years, The New York Philharmonic Archives' Leon Levy Project

Barbara Haws, New York Philharmonic

Session # 5

Moderator: Jane M. Subramanian, SUNY Potsdam

How Do I Tell Your Story?"~ Practical "Why Dos" and "How Tos"

Gertrude B. Hutchinson, Foundation of New York State Nurses

Session # 6

Moderator: David White, New York State Philosophical Association

Web 2.0 for small institutions

David Kay, Little Airplane Productions

Break 3:00-3:15

Slot # 3   3:30-5:00

Session # 7

E-mail Management and Preservation

Moderator: Lucinda Manning, Consultant

Not Lost in Space: Archiving Digital Correspondence

Nancy Adgent, Rockefeller Archive Center

The Change in Culture and Implementation of E-mail Management Software in the Agency
Paul Szwedo, NYS Office of Real Property Services

Leveraging Technology to Manage the Cost and Risk of Email Archives

Christine Midwood, Iron Mountain Digital

Session # 8

Untold New York City Stories: The Intersection of Local and Global in Three Diverse Collections

Moderator: Susan Malbin, American Jewish Historical Society

It's a Small World After All: The Photo Morgue of the Daily Worker

Hillel Arnold, Tamiment Library & Robert F. Wagner Labor Archives, New York University

The Solomon R. Guggenheim Museum on an International Stage: The First Fifty Years

Rachel Chatalbash, Solomon R. Guggenheim Museum

New York Stories in a Global Finance Collection

Celia Hartmann, New York Historical Society

We will move to The Henry A. Wallace Center at the Franklin Delano Roosevelt Presidential Library and Home. (Transportation will be provided)

Plenary 5:45-6:30

William Casari, Hostos Community College of the City University of New York,

Mr. Casari will discuss how the profile of the archival collections have been raised through New York State Archives Documentary Heritage Programs grants, public presentations and identifying "champions" within the college administration.

Reception 6:30-8
Please join us for light hors d'oeuvres and beverages. The cost of the reception is included in registration.

Friday June 4th

8:30-9:30 Registration/ Continental Breakfast

Slot # 4 9:30-11:00

Session # 9

Making Historical Records Accessible: The Local Government Example

Moderator: Linda Bull, New York State Archives

Bringing Clarkstown Records to the Public via the Web

David Carlucci, Town of Clarkstown

Genealogists Make Great Volunteers: the Rockland County Archives Example

Peter J. Scheibner, Rockland County

A County Leads Cooperative Access to Historical Records: The Westchester Example

Patty Dohrenwend, Westchester County Archives & Records Center

Session # 10

Maintaining a Green Archives

Moderator: Mark Wolfe, University at Albany

Unfolding History: An Overview of the Environmental Collections at the College of Staten Island, CUNY, Archives

Amy F. Stempler, College of Staten Island, CUNY

Advocating for Sustainability in Archives, Communities, and the Profession: A Behavioral Approach

Kristen Yarmey-Tylutki, The University of Scranton

Going Green: Managing the Design and Construction of a LEED

David Golden, Clifton Park Library Board

Session # 11

Descriptive Metadata for Digital and Non-Bibliographic Materials: Implications for Archives & Special Collections

 Moderator: Cynthia Tobar, CUNY Graduate Center

When "Special" Means Unique: Cataloging Guidelines for Manuscripts and Art and Cultural Objects

Elizabeth O'Keefe, The Morgan Library & Museum

Between a DACS and a Hard Place: Creating a New Metadata Standard for Single Manuscripts

Margaret Nichols, Cornell University

FRBR and RDA: What's in it for Archives and Special Collections

Rick Block, Columbia University

Jennifer Palmisano, Center for Jewish History

Break 11:00-11:15

Slot # 5 11:15- 12:45

Session # 12

Using Open Source Software
Moderator: Ann Marie Przybyla, New York State Archives

Open Source Options for Archivists

Bonnie Weddle, New York State Archives

Open source in the archive: real world experiences

Seth Kauffman, CollectiveAccess

Opening Open Source

Rick R. Cobello, Schenectady County

Session # 13

Safely Navigating the World of Orphan Works

Dr. Philip B. Eppard, University at Albany, SUNY

12:15-12:30

12:30- 2:00 Closing Talk

From Yasgur's Farm to Bethel Woods Center for the Arts: Documenting the Evolution of the Woodstock Nation, 1969-2010.

Wade Lawrence, The Museum at Bethel Woods

Wade Lawrence, Director of the Museum at Bethel Woods, caps off the NYAC/ART Meeting with a lively presentation tracing the creation of the arts center, museum and archives from the roots of the 1969 Woodstock Festival.

Tours 2:30-4:30

Tour 1: Marist College Archives and Special Collections

John Ansley, Head of Archives and Special Collections will be your guide for the tour. In addition to an overview of the Marist Archives and Special Collections, tour highlights will include the Gill Fore-edge Painting Collection, the Marist Environmental History Project, and

the Lowell Thomas Papers. The tour will conclude with the first public viewing of recently conserved motion picture film taken by Lowell Thomas and his son in Tibet in 1949.

Due to space constraints the tour will be limited to 10 people.

These Tours of Local Sites of Interest Are All On Your Own

Tour 2: Clermont State Historic Site

Clermont State Historic Site was the Hudson River seat of New York's politically and socially prominent Livingston Family. Seven successive generations of Livingstons lived at Clermont, a riverside mansion with a rich and varied history. Now, as a museum, it is the home of a wealth of information on over two centuries of people, from wealthy land-owners to immigrant servants, and from young sisters, to prominent statesmen. Clermont was designated a United States National Historic Landmark in 1973. Clermont is also an anchor in the Hudson River National Landmark District (designated in 1990), a twenty-mile stretch of riverfront land in northern Dutchess and southern Columbia counties. Restored to its early twentieth-century appearance, Clermont's furnishings and airy pastoral landscapes and vistas reflect the continuum of a unique and vanishing way of life along the Hudson River.

The site is open on Fridays from 11 AM to 4 PM. Cost is $5/adults; $4/children and seniors. The site is located on the east shore of the Hudson River in the southwestern corner of Columbia County, New York, within the Town of Clermont. Take 9G north; the site is located at the intersection of 9G and Columbia County Route 6.

Tour 3: The Eleanor Roosevelt National Historic Site,

Located on the site of the Roosevelt family retreat two miles east of the Home of Franklin D. Roosevelt in Hyde Park, the site is the only National Historic Site dedicated to a first lady. The Site is also known as Val-Kill (Dutch for "valley stream"), after Mrs. Roosevelt and some friends founded Val-Kill Industries, a social experiment designed to provide local farmers and their families with the necessary crafting skills to supplement their income, on-site in 1926. The Center preserves the site, which Mrs. Roosevelt chose as her retreat, office, and "laboratory" for testing out some of her most significant social and political beliefs and endeavors. ER's home as a living memorial, a center for exchange of significant ideas, and a catalyst for change and the betterment of the human condition. They offer programs such as the Girls Leadership Workshop which is held every summer. There are numerous gardens on-site, and they are typically in full bloom starting in May.

The site is about 5 minutes from Marist College by car. Take Route 9 north past the Culinary Institute. At first traffic light turn right onto St. Andrews Road. Turn left at the end of St. Andrews Road to 9G. The entrance to the site is approximately ½ mile on the right.

The Eleanor Roosevelt National Historic site offers daily tours from 9:15 AM to 4:30 PM.

Tour 4: The Poughkeepsie-Highland Railroad Bridge/Walkway Over the Hudson

The bridge built in the late 19th century to link New York and New England to the coal beds of Pennsylvania and the West, is a marvel of Industrial Revolution engineering. It fills the sky over the Hudson River, a muscular lattice of trusses and struts on giant footings, a survivor from a long-gone era.

Anyone who has ever gazed on it from the riverbank and wondered what it was like to walk across will now be able to find out. It has just been opened to the public as Walkway Over the Hudson, the latest example of the new kinds of infrastructure- for tourism and recreation- that are reshaping the Hudson Valley.

Parking and entranceways can be found in Poughkeepsie at 61 Parker Avenue. This is an 80-car parking lot, with ADA-compliant handicapped parking provided. Additional parking may be found, where permitted, along city streets nearby.

There is no entrance fee.

Tour 5: The Culinary Institute of America

Located in bucolic Hyde Park, NY on the Hudson River's east bank, It is one mile north of Marist College on Route 9.

The CIA's New York campus operates five award-winning, student-staffed public restaurants – St. Andrew's Café, Ristorante Caterina de' Medici, the Escoffier Restaurant, American Bounty Restaurant, and the Apple Pie Bakery Café. Reservations are suggested for all restaurants except the bakery café. For reservations, call 845-471-6608, Monday through Friday, 8:30 a.m. to 6 p.m. You can make restaurant reservations by calling 845-471-6608 For more information about the bakery café, call 845-905-4500.

In addition to our restaurants, the New York campus also offers public tours given by current CIA students and a bookstore featuring epicurean delights, cookbooks, souvenirs, and assorted kitchen utensils.

Visitor Parking: Visitors can conveniently park in the CIA's two-story parking deck located in Anton Plaza where you can also enjoy breath-taking views of the scenic Hudson River from a 30,000 square foot terrace.

Reservations are recommended if you wish to dine at American Bounty Restauarant, Escoffier Restaurant, Ristorante Caterina de'Medddici, and St. Andrew's Café**.** However, no reservations are necessary to enjoy café cuisine and sumptuous baked goods at the Apple Pie Bakery Café, or casual fare at Al Forno, inside Ristorante Caterina de' Medici.

Tour 6: Locust Grove

Locust Grove was the home of Samuel F. B. Morse, the artist and inventor of the telegraph, and later the Young Family, noted collectors. The unique combination of landscaped lawns, sweeping vistas, elegant collections, and Italianate architecture makes it one of the most handsome Hudson River estates.

The 180-acre Locust Grove Estate, located in Poughkeepsie, New York includes a 40-room Italianate Villa with exquisite collections of 19th century paintings and furniture, footpaths through beautifully landscaped grounds, romantic gardens and shady groves. The Morse house features three floors which are furnished with the Young family's extensive collections of furniture and paintings exhibited in period-room settings.

Directions: fromTaconic State Parkway south, exit for Route 44 (Poughkeepsie). Turn right onto Route 44 West. Go 8.5 miles. Bear right onto Routes 44/55 West. Go 2.5 miles. Turn right just before the Mid-Hudson Bridge onto Route 9 South (Wappingers Falls). On the exit ramp, bear left to go south on Route 9. Go 2 miles. Turn right at second traffic light (Locust Grove parking lot).

Locust Grove is open from 10am-5pm and offers daily tours. For more information about Locust Grove, call 845-454-4500, or go to their website at www.morsehistoricsite.org

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Registration:
Registration is in Fontaine Hall on each day of the conference starting at 8:30AM.