

# SOCIETY OF CALIFORNIA ARCHIVISTS NEWSLETTER

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Fall 2014

## ***THE USC LIBRARIES RESEARCH AWARD***

### *Planning & Funding*

In early 2013, Exile Studies Librarian Michaela Ullmann and Archival and Metadata Librarian Sue Luftschein joined forces to submit a proposal for a USC Libraries Dean's Challenge Grant to create a Research Award recognizing excellence in the use of USC's primary source collections and to provide a platform to showcase the intellectual discovery and scholarship of USC students working with our primary source collections.



In our proposal we argued that students who are given the opportunity to work directly with our treasure trove of more than 1,000 unique archival collections, 150,000 volumes of rare books, and 1.4 million manuscripts discover an excitement and engagement that cannot be generated by secondary source materials. Teaching faculty want their students to benefit from the experience of scholarly discovery, learn to verify sources, track down connections, and find evidence from content and from physical clues found only in our unique primary sources. Our target audience included not only students, but also teaching faculty who are not yet aware of the opportunity to schedule class visits to Special Collections.

In September 2013, we learned that we were awarded the requested funds that would be used towards printing flyers, publishing advertisements in campus-wide publications, an awards reception, and two monetary prizes (\$500 for the first-prize winner and \$200 for the second-prize winner). Although the award was planned to be geared towards undergraduate and graduate students, we were asked to target only undergraduate students for the initial year in order to gauge interest and develop a scalable program.

*continued on p. 3*

**USC**  
Libraries

RESEARCH AWARD



**ABOUT THE AWARD**

A diary. A photograph. A manuscript. An oral history. A video testimony. The USC Libraries' multiple collections contain these kinds of primary sources that are the gateway to advanced research. The USC Libraries Research Award, a competition open to undergraduate and graduate students at USC, encourages the exploration and use of these materials, which offer first-hand historical accounts.

The USC Libraries invite undergraduate and graduate students to submit a research paper or creative essay they have completed at USC in a for-credit class or independent study during the 2014 calendar year. The work can be in any field of study but must be based largely on collections held in the USC Libraries. A selection committee will judge submissions on the quality of research, analysis, interpretation, writing, and documentation. Special attention will be given to the extent and effectiveness of the use of primary sources.

**THE FIRST-PLACE GRADUATE STUDENT WINNER** receives \$1,000, the first-place undergraduate winner receives \$500, and both will receive an invitation to serve on the next year's award jury. The second place graduate student receives \$400, and the second place undergraduate student receives \$200.

These images are drawn from the USC Libraries' collections. Learn more on the awards program page at [libguides.usc.edu/researchaward](http://libguides.usc.edu/researchaward).

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# PRESIDENT'S MESSAGE

**L**ast May, of course, our Annual General Meeting (AGM) took place at Palm Springs, where we were fortunate to have Sarah Seekatz as the Awards Luncheon Speaker. Sarah provided an entertaining and informative talk on the Middle Eastern themes that have characterized, for better or for worse, the Coachella Valley. After the AGM, she graciously sent the SCA a thank you letter, which has much to say about our organization and our profession.

Lisa Miller, one of our past presidents, suggested that I share it with our membership through the newsletter. Since Sarah's letter addresses matters important to the SCA, this suggestion is very appropriate, and a good place for this is the president's report, which is intended to examine or highlight matters concerning the nature and purpose of the SCA. So, with Sarah's permission, here is her letter. Thank you, Sarah.

Clay Stalls  
SCA President

June 6, 2014

Society of California Archivists  
c/o California State Archives  
1020 "O" Street  
Sacramento, CA 95814

Dear Society of California Archivists,

*Thank you so much for allowing me the opportunity to speak at the 2014 Society of California Archivists conference in Palm Springs, California. I cherish opportunities to share my research but I was especially excited to do so in the Coachella Valley. More importantly, it was an honor to speak with a group of people who have shaped my study, archivists who have collected, preserved, and shared such incredible collections. I've toured several archives throughout the state and learned long ago that archivists are the most giving, friendly, and kind group of people. My experiences at this year's meeting just reinforced this theory.*

*The panels I attended were so informative and the overall program was fantastic. I especially enjoyed the talks about social media in the archives. I've taken several tips from this panel and put them into play at the Coachella Valley History Museum, where I volunteer at the social media coordinator. I'm grateful for what I learned at the conference; I only wish I was able to attend more panels and the wonderful tours you had lined up as well. I'm indebted to Clay Stalls who was so helpful in arranging my speaking engagement at the luncheon. His clear instruction and assistance made preparing for the event a breeze.*

*It was such a pleasure to meet archivists from around the Golden State. So many people came up to tell me about their collections and experiences at the Date Festival. After my talk several of your members went out of their way to contact me to share photos, stories, and collections. It has been wonderful speaking with each of these archivists, both in person and online, and once again they've showed me what a generous and friendly group you belong to. It was moving to hear the good work your members have done over the past year (and in most cases, decades) at the awards ceremony!*

*Archives have certainly shaped my life as a historian. The friendship and knowledge that archivists have shared with me brought new insights to my work and new pleasure in the process. That made speaking to your group, given the previous support I've received from the archival community, that much more meaningful. I am truly honored that you selected me as the luncheon speaker and want to thank you once again for this tremendous opportunity.*

Sincerely,

Sarah Seekatz  
PhD Candidate, History  
University of California, Riverside  
sarahseekatz@gmail.com

## THE SOCIETY OF CALIFORNIA ARCHIVISTS, INC.

The Society of California Archivists, Inc. exists to support and develop those who collect, care for, and provide access to the documentary heritage of California and adjoining areas.

To this end it:

1. acts as a vehicle for dissemination of information about archival collections, issues, and methodology to the profession and the public;
2. provides a forum for the discussion of matters related to the creation, preservation, and use of historical documents;
3. develops, offers and supports archival education programs;
4. cooperates with individuals and organizations on matters of common concern; and
5. advocates the identification, collection, preservation, use, and appreciation of historical records and manuscripts.

The SCA Newsletter is published quarterly in January, April, July, and October. All submissions, advertisements for future issues, letters to the editors, and inquiries regarding the newsletter should be directed to the Editors of the Newsletter:

Newsletter Editors  
The Bancroft Library  
University of California, Berkeley  
Berkeley, California 94720-6000  
Email(s): [newsletter@calarchivists.org](mailto:newsletter@calarchivists.org)

Copy Deadlines:

September 1, December 1, March 1, & June 1

Format for Submissions: Articles and other items submitted for consideration should be sent via e-mail attachment.

Newsletter editors and layout designers: Lara Michels, Michele Morgan, Joanna Black, Emily Vigor, and Jeff Sahaida

[www.calarchivists.org](http://www.calarchivists.org) ©2014

*USC Libraries (continued from p. 1)*

### *Collaboration & Outreach*

Once we had received confirmation that funding was secured, we drafted the rules and guidelines for the competition and started working with our colleagues in our Communications and Events department to create a flyer that could be handed to students and teaching faculty. At the same time, we started to create strategic partnerships with teaching faculty, department heads, and other reference and instruction librarians.

Getting the buy-in from teaching faculty and our colleagues was among the most important factors for success. We created a LibGuide with detailed submission guidelines (<http://libguides.usc.edu/researchaward>) that we could use while waiting for the completion of our flyer. We reached out to teaching faculty in person and attended departmental meetings; in these ways we were able to inform them about the award and invite them to encourage students to participate. In order to facilitate participation, we created extra-credit assignments for classes that came to Special Collections, and collaborated with teaching faculty to create specific assignments that made use of our collections.

The printed flyer was distributed to teaching faculty and to our colleagues in other libraries on campus. We hosted two tabling sessions with the help of the USC Libraries Ambassadors during which we offered free coffee and treats and handed out the flyers. During this time, we assembled the jury, which included two professors in different fields, one librarian/professor, and one undergraduate student, and we created a rubric to judge the incoming submissions.

### *Our 2013 Winners*

As the deadline approached, we started to get anxious. Would we receive any submissions? Would they meet the requirements? Would our jurors get back in time with their results? In the end, we were pleased to see that we had a total of 13 submissions of which 4 were disqualified for not meeting all the requirements. The submissions that qualified were of very good quality, and the jurors' were unanimous in their rating of the submissions.

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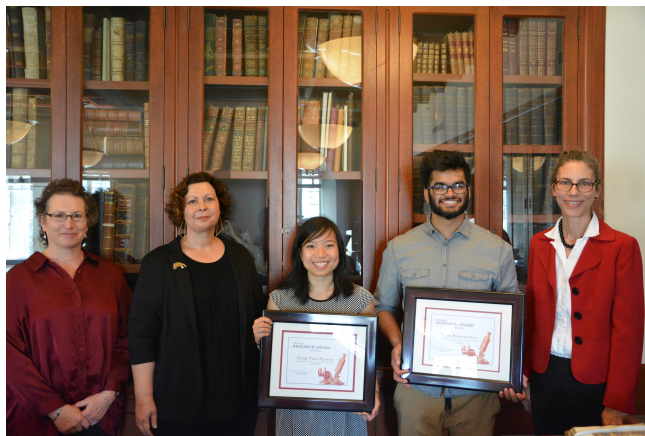




*USC Libraries(continued from p. 3)*

We decided to keep the identity of the winners a secret, and thus asked all students who submitted papers to attend the reception; we strongly advised the two winners to attend. One of them was in abroad at the time of the reception, so we felt we had no choice but to inform her of her prize and asked her to send someone to accept the award on her behalf.

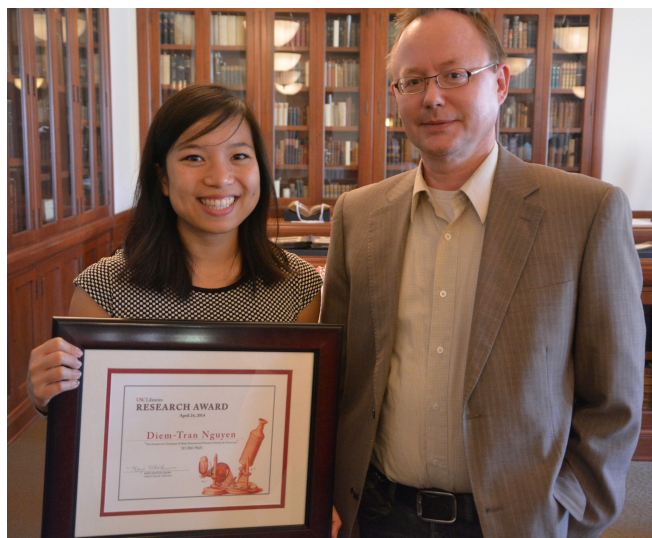
The reception took place on April 21, 2014 in the Feuchtwanger Memorial Library, our main space in Special Collections. Marje Schuetze-Coburn, Head of USC Libraries' Special Collections, announced the first two winners of the award with more than 30 students, faculty, and staff present. The first-prize of \$500 went to Nitya Ramanathan, a junior majoring in International Relations with a minor in Human Rights, Resistance to Genocide for her paper *How do We Put Ourselves Back Together? An Analytical Comparison between Transitional Justice in Rwanda and South Africa*. The second-prize of \$200 went to Diem-Tran Nguyen, a senior majoring in History with a minor in Natural Science for her paper *The Paradoxical Treatment of Male Homosexual Prisoners During the Holocaust*. Both winners used testimonies from the USC Shoah Visual History Archives for their papers and each paper was submitted as part of Professor Wolf Gruner's Resistance to Genocide course. In his speech at the award ceremony, Vice Dean Martín Gómez of the USC Libraries announced that the Research Award would be continued in years to come and would be extended to graduate students.



The most important lesson learned is that collaboration with teaching faculty is imperative. We were lucky to have some teaching faculty with whom we had worked with in the past who turned out to be our greatest supporters. Not only did they promote the award to their students, they created assignments that encouraged students to use primary source materials, and they reminded their students to submit their papers to us.

Another important lesson was that librarians/archivists must be pro-active and take a leading role in promoting assignments that make use of primary source materials. In our case, we had a template for an extra-credit assignment that could easily be adapted for a large variety of courses and we offered the assignment to all teaching faculty bringing their classes to Special Collections. We reminded our own colleagues in Special Collections of the services we could provide and as a side-effect of the implementation of the Research Award, a large number of class visits switched from the traditional "show & tell" approach to an active learning environment that encouraged and supported more hands-on research.

We also learned that it is important to have backup plans when things do not go according to original plans. For example, we were unable to get all the materials we had planned and budgeted for, and we received our printed flyers much later than expected. To compensate for the lost opportunities, it was helpful to have an alternative solution such as our LibGuide, which we were able to edit and update as needed.



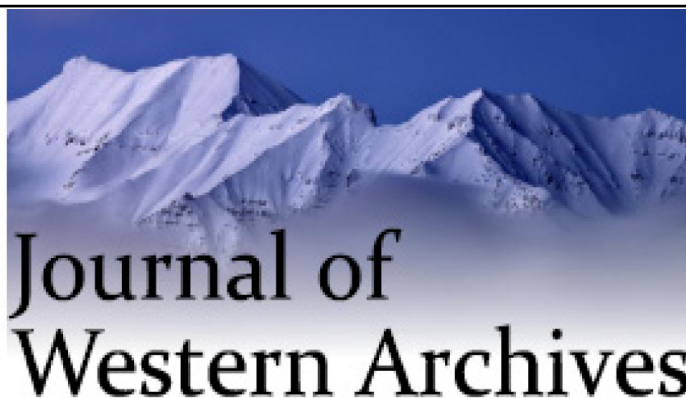
Last but not least we learned that it takes time to cultivate relationships, especially amongst faculty. Getting their buy-in and earning their trust so they would include assignments that require the use of our materials can take up to a few semesters. Teaching faculty need to plan ahead for class visits, and much of that pre-planning must be done in consultation with one of our librarians in order to ensure that appropriate materials are available.

### *The Future of the USC Libraries Research Award*

As announced during the awards reception in April, we are currently working on and promoting the second round of the USC Libraries Research Award. For the 2015 Research Award, the first place award for graduate students will be \$1000, the first place undergraduate student winner will receive \$500. The second place award for graduate students is \$400, the second place undergraduate student award is \$200. We anticipate an even greater response in the second round, both from our students and the ever-increasing group of faculty who bring their classes to us for hands-on instruction.

Sue Luftschein  
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The *Journal of Western Archives* is a peer-reviewed, open access journal sponsored by Western regional archival organizations. The journal focuses on contemporary issues and developments in the archival and curatorial fields, particularly as they affect Western archives and manuscript repositories.

### Journal Contents

The *Journal of Western Archives* gives archivists, manuscript curators, and graduate students in the American West a place to publish on topics of particular interest and relevance to them. The journal features research articles, case studies, and review essays on regional topics. These include:

- Important Western regional issues in archives and manuscript repositories;
- Unique archival developments in the western United States;
- Technological innovations and their effect on archival theory and practice;
- The history and development of the archival and curatorial professions in the American West;
- Collaborative efforts and projects between various cultural institutions.

### Contributing to the Journal

If you are interested in contributing to the journal or serving as a peer reviewer for journal content, please contact the managing editor, John Murphy (john\_m\_murphy@byu.edu). Article submissions may also be made online at the journal website.

# JWA

<http://digitalcommons.usu.edu/westernarchives/>



## FEATURES

### CELEBRATING 50 YEARS: BOOK ARTS & SPECIAL COLLECTIONS AND THE SAN FRANCISCO HISTORY CENTER

When we initially realized our Golden Jubilee was coming up, we began our celebration plans by digging into the archives. We discovered that fifty years ago, on October 1, 1964, City Librarian William Holman, Mayor John Shelley, Former Library Commissioner Nat Schmulowitz, UC Berkeley Professor James D. Hart, and President of the Friends of the Library Mrs. Carl W. Stern came together to formally dedicate the opening of the Rare Books & Special Collections Department at the San Francisco Public Library with a public event and program.

The San Francisco Public Library owned a rare book collection as far back as the 19th century with the purchase of the W.P. Medlicott Library in 1881. Later that same year Mr. Adolph Sutro contributed \$1000.00 for more purchases. But twenty-seven years of collection development was destroyed in the fire and earthquake of 1906 — 150,000 books including the budding rare books collection were lost along with the entire Main Library and two large branches.

In 1920, William Randolph Young, a library trustee, and the husband of hand bookbinder Belle McMurtry, proposed rebuilding a collection of fine books and Californiana for the library. Early acquisitions included an Ashendene Spenser (hand bound by the famous London firm of Sangorski and Sutcliffe), a Doves Press Bible. On October 5, 1926, this initial collection of 250 books was formally dedicated to

the memory of Max Kuhl who had passed away the previous year. Max Kuhl had been the legal advisor to the Panama Pacific International Exposition (PPIE), a President of the Police Commission, and a member of the State Library Board.

In 1947, on April Fool's Day, Library Commissioner, Nat Schmulowitz donated ninety-three volumes, including an edition of the Hundred Merry Tales, to the library. Today, the Schmulowitz Collection of Wit & Humor otherwise known as SCOWAH, is the largest public collection of wit and humor in the world, with more than 22,000 volumes, periodicals, and audiovisual materials. In 1963, the Harrison Collection of calligraphy was created through the efforts of City Librarian William Holman and calligrapher and book designer Theo Jung who encouraged Richard Harrison to donate his calligraphy collection to the library. Harrison continued to support the collection throughout his lifetime and today the Harrison Collection is an internationally renowned collection of contemporary calligraphy. Students and calligraphers have recently come from as far away as Japan and Italy to study original calligraphic pieces in the collection. It is not surprising that a year later in 1965, City Librarian Holman and the Friends of the Library were able to facilitate the purchase of the Robert Grabhorn Collection on the History of Printing and the Development of the Book, a collection that added even greater depth to the library's collections.





Formed in 1964 as the Californiana Collection, the Daniel E. Koshland San Francisco History Center now contains a research collection of books, newspapers, magazines, photographs, maps, posters, ephemera and archives and manuscript collections, documenting all aspects of San Francisco life and history. The Center also houses the archives for the City and County of San Francisco. The James C. Hormel Center was founded in 1991 to document the GLBT experience, especially here in the San Francisco Bay Area. The first archival collection, the Peter Adair Papers, was accessioned in 1991. Since that time, the GLBT archives has grown with the addition of dozens of collections, such as the Harvey Milk Archives—Scott Smith Collection, and the Barbara Grier—Naiad Press Collection

short film entitled *Counting the Dead: One former city librarian's 50 year-long quest to account for the names of those who died in the 1906 San Francisco Earthquake and Fire* by Catharine Axley. After the talk there will be an informal walk-through of Celebrating 50 Years: 1964-2014 an exhibition of works from the San Francisco History Center and the Book Arts & Special Collections Center in the Skylight Gallery-South, on the sixth floor. All are warmly invited to attend the reception as we celebrate the 50th anniversary of this remarkable public resource.

Susan Goldstein, City Archivist  
San Francisco History Center/Book Arts and  
Special Collections



## COLLECTION SPOTLIGHT

### NEW GUIDE TO THE HUNTINGTON COLLECTIONS IN THE HISTORY OF SCIENCE

Staff members at The Huntington Library, Art Collections, and Botanical Gardens recently completed and made available a finding guide for holdings pertaining to the history of science. These holdings constitute one of the largest history of science collections in North America. The guide serves as a springboard for researchers interested in the Huntington's holdings. It is divided into sections by subject, after a separate comprehensive summary of the collections acquired in 2007 from the Smithsonian, previously owned by collector Bern Dibner. The guide includes manuscript collections, individual items, and collections of printed works which cover subjects such as medicine, technology, engineering, botany, geology, and astronomy. It provides descriptions of collections and items, along with information regarding size, provenance, and availability. The guide can be found on the Huntington's digital library website at <http://hdl.huntington.org/cdm/singleitem/collection/p15150coll1/id/9096>. For more information, please contact Daniel Lewis, Dibner Senior Curator, History of Science, Medicine & Technology, [atdlewis@huntington.org](mailto:atdlewis@huntington.org).

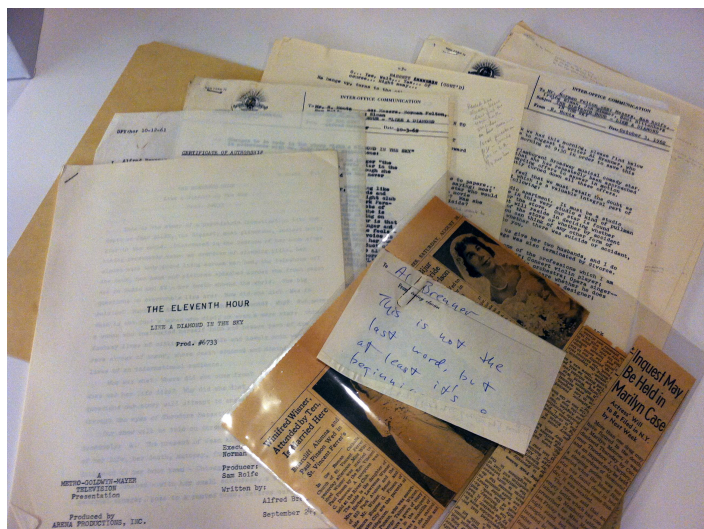
Catherine Wehrey  
Dibner Reader Services Assistant  
The Huntington Library

To mark our 50th anniversary, on Tuesday, October 21, at 6pm, in the Koret Auditorium of the Main Library, the San Francisco History Center and the Book Arts & Special Collections Center of the San Francisco Public Library, present former City Librarian, State Librarian Emeritus, and Professor of History at the University of Southern California, Kevin Starr. Starr will address the unique role of Special Collections in public libraries, looking backwards at the collections at SFPL and looking forward to the future issues facing these collections. We will also honor special guest and former City Archivist, Gladys Hansen with a screening of a new

## COLLECTION SPOTLIGHT

### STORY DEVELOPMENT: PROCESSING ARCHIVAL COLLECTIONS AT THE WRITERS GUILD FOUNDATION

Located in Los Angeles, The Writers Guild Foundation is a valuable resource for researchers and aspiring writers due to its significant collection of film and television scripts, production and development materials, and related ephemera. The WGF's Shavelson-Webb Library houses printed and digital scripts, reference material for writers, and published works by Guild members, while The WGF's archive houses Guild records, as well as personal papers donated by past and present Guild members, such as Mel Tolkin, Billy Wilder, Shonda Rimes, and Matthew Weiner, among others. These collections often contain drafts, outlines, handwritten notes, and other ephemera that may provide a deeper understanding of the work.



Script and related materials for an episode of the television program *The Eleventh Hour*.

As an archival intern, this summer I had the opportunity to assist the WGF by processing the papers of Guild member, Alfred Brenner, an Emmy-award winning screenwriter who wrote for episodic television and film in addition to authoring *The TV Scriptwriter's Handbook*.

Brenner began his career in the 1950s, writing for television dramas, such as Kraft Television Theatre, Studio One, and The United States Steel Hour. In 1959 he was awarded an Emmy for his work on "Eddie," a half-hour drama written for Alcoa Goodyear-Theatre. Over the years Brenner continued to work on a number of television programs, including Arrest and Trial, Ben Casey, Ironside, Mannix, and The Eleventh Hour, in addition to writing feature length screenplays, such as Key Witness, co-written with Sidney Michaels, and produced by MGM studios in 1960. After Brenner passed, his family generously donated his papers to the Writers Guild Foundation archive.

Comprising six linear feet of materials, Brenner's papers include an assortment of scripts, primarily for episodic television, with a smaller amount intended for film. Many of the scripts include various drafts and are often heavily annotated, allowing potential researchers to track the development of a particular episode. Furthermore, Brenner often grouped

related production and development material together by episode title, thus several television scripts in the in the collection also contain a variety of corresponding documents and ephemera. Correspondence, certificates of authorship, inter-office communications, and newspaper clippings are frequently represented, in addition to outlines and story notes that feature the occasional doodle alongside fascinating layouts composed in Brenner's precise handwriting. The amount of supplementary material found in Brenner's papers was an exciting revelation for the Writer's Guild Foundation Archives, as it will provide researchers and aspiring writers with a closer look into the development of an episode, as well as the writer's creative process.

For more information about the WGF, or to schedule an appointment to take a closer look at this newly processed collection, please visit [wgfoundation.org](http://wgfoundation.org) or contact the WGF library director at 323-784-4544.

Keri Marken  
MLIS Candidate 2015, UCLA

## COLLECTION SPOTLIGHT

### NORMAN Y. MINETA PAPERS DONATED TO SJSU LIBRARY

Norman Y. Mineta, the former San José mayor who became the first Asian Pacific American to serve under two U.S. presidents, recently donated the remainder of his political papers to San José State University. Mineta previously donated to SJSU papers documenting his political career from 1961 to 1995.

Over the last five years, the university library has worked closely with Rod Diridon, emeritus executive director of the Mineta Transportation Institute, to bring the rest of Mineta's papers to SJSU. The 1996–2001 papers document Mineta's work as secretary of commerce under President Bill Clinton and secretary of transportation under President George Bush.

Mineta retired from Congress in 1995, returning briefly to San José to assume the position of vice president at Lockheed Martin. He served as U.S. secretary of commerce from 2000 to 2001 and as secretary of transportation from 2001 to 2006. Mineta's rich experiences in politics, and particularly his expertise in transportation legislation, enabled him to succeed during the tumultuous period after 9/11, when he helped restore the nation's confidence in its transportation system and played a key role in

the establishment of the Transportation Security Administration (TSA).

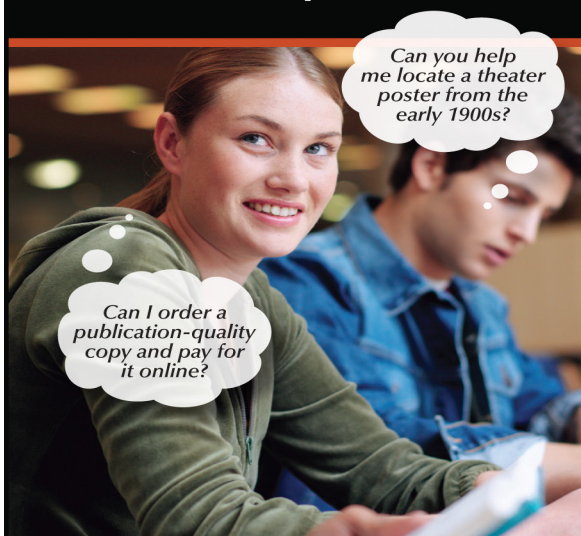
Mineta received numerous honors throughout his 40-year political career, including two local namesakes: the Norman Y. Mineta San José International Airport, and the Mineta Transportation Institute, an SJSU research institute devoted to transportation policy.

The King Library is grateful to Secretary Mineta for his unique contributions to local and national politics, and for his continued support of scholarly research at SJSU. We are confident that this new donation will advance student, faculty and scholarly research in the area of local and national transportation policy and bring new understanding to the establishment of the TSA.

The Mineta Papers, 1961–2001, can be found in the SJSU Special Collections & Archives unit of the library, which holds a rich set of political records connected to the region. To learn more, visit the Political Papers guide at [tinyurl.com/PoliticalPapers](http://tinyurl.com/PoliticalPapers) or contact Danelle Moon, director of SJSU Special Collections and Archives, at 408-808-2061 or [danelle.moon@sjsu.edu](mailto:danelle.moon@sjsu.edu).

Danelle Moon  
Full Librarian  
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## ***DIGITAL PROJECTS SPOTLIGHT***

### **CSU ARCHIVES COLLABORATE ON JAPANESE AMERICAN DIGITIZATION PROJECT**

The California State University, Dominguez Hills Archives and Special Collections Department, in collaboration with archives divisions at CSU Fresno, San Jose State, CSU Northridge, CSU Fullerton, Cal Poly San Luis Obispo and CSU Sacramento, has been awarded a \$40,000 National Endowment for the Humanities (NEH) grant to plan the digitization and creation of a website for collections relating to Japanese Americans' incarceration during World War II. "We are thrilled that NEH has recognized this project, especially since the topic is still of great interest to scholars and the Japanese American community in California and elsewhere," said Greg Williams, principal investigator for the grant and director of Archives and Special Collections at CSU Dominguez Hills. "The opportunity to plan with so many other CSU archives departments gives us the opportunity to showcase archives throughout the CSU." This grant presents a model for planning and collaboration among the CSU archival and begins the process of making the materials accessible in one place."

Over 120,000 Japanese Americans, many of whom were born and raised in the U.S., were forcefully relocated to camps between the years of 1941 and 1945 following a wave of anti-Asian xenophobia and fear during World War II. Many of these citizens resided in California and were hastily required to drop out of school, uproot their families, and sell their homes and businesses at huge losses and were transported to unfinished internment camps in the desert areas of California, Arizona, Utah and Colorado, where they were held for years. These camps were eventually closed in 1945, with the formerly imprisoned Japanese Americans forced to rebuild their lives from scratch.

Throughout the last half century, the archives, libraries, oral history projects and history departments at several California State Universities (CSU) have collected archival and manuscript materials, objects and media relating to what is generally known as Japanese American 'internment' or incarceration. The collections represent approximately 300 linear feet of archival materials that focus on some of the most striking events related to the treatment of minorities in U.S. history. The topics cover an enormous range of

subjects central to Japanese-American life before, during and after World War II, including immigration, the California Alien Land Acts of 1913 and 1920, the War Relocation Authority (WRA), organizations supporting Japanese Americans, redress, Japanese Peruvians, hostage exchanges on the S.S. Gripsholm, sports and the U.S. Army's 442nd Regimental Combat Team. Camps represented include Jerome, Gila River, Rohwer, Manzanar, Tanforan, Poston, Amache/Granada, Heart Mountain, Crystal City and more. Among the archival materials are letters, photographs, oral histories, audio and video, camp publications, papers of camp administrators and counselors, poetry, art works, leases, certificates and other documents to prove citizenship and school yearbooks. Collections at CSU Sacramento have mostly come from citizens of the Florin neighborhood in Sacramento and throughout Northern California. CSU Fullerton's oral histories on Japanese American were generated by residents of Orange County and throughout Southern California. SJSU's Flaherty Collection consists of materials from Colonel Hugh T. Fullerton of the Western Defense Command. The collections at CSU Dominguez Hills originate mostly from the South Bay of Los Angeles County where one of the largest concentrations of Japanese Americans resided. CSU Fresno's materials come from the agricultural areas of the San Joaquin Valley.

The central goal of the California State University Japanese American Archives Digitization Planning Project is to identify Japanese American collection materials in need of digitization and develop a 'ready-to-go' plan to implement the digitization for placement on a CSU-sponsored website that will be accessible to scholars, students and interested citizens throughout the United States and the world.

As part of the grant, on June 17 & 18, 2014 the project brought together archivists, scholars and technical consultants for a symposium at CSU Dominguez Hills. Scholars attending included: Rita Takahashi, professor of social work at San Francisco State University; Art Hansen, emeritus professor of history at CSU Fullerton; Tom Ikeda, executive director of Densho: The Japanese American Legacy Project; Cherstein Lyon, professor of history at CSU San Bernardino; Martha Nakagawa, a journalist and researcher; Donald Hata, emeritus professor of history at CSU Dominguez Hills; and Aiko Herzig-Yoshinaga, an independent researcher who was instrumental in

## DIGITAL PROJECTS SPOTLIGHT

the redress movement by discovering critical evidence of premeditated governmental misconduct during the war.

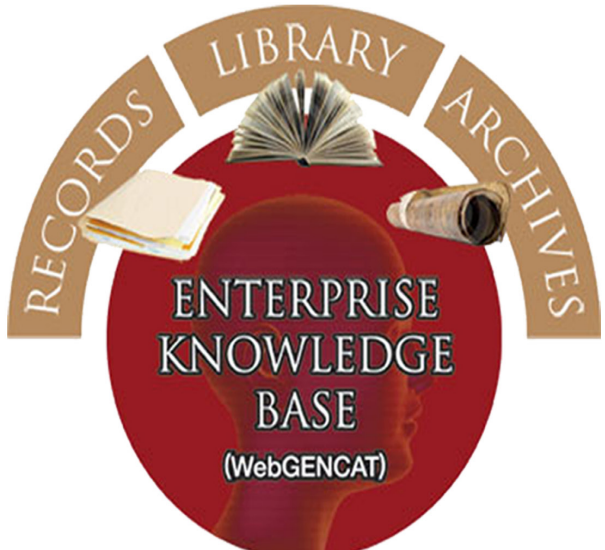
"Making this collection available online is a good step toward informing more people about what happened," Herzig-Yoshinaga said. "I was only a senior in high school when I was taken away...it was just so arbitrary." She was held for three and a half years in several camps, including Manzanar, before she and her family were released. Now 90 years old, Herzig-Yoshinaga said that in the years following, she didn't think too much about the "traumatic experience" that had befallen her until she was well into her 50s. "My family and I were raised to respect authority, but eventually I started to feel that my rights had been deprived by having been picked up simply because of my ancestry," she said. "It has bothered me a lot...It didn't dawn on me until later that the government had really done us wrong."

Speakers during the symposium emphasized how essential it is that future researchers have digital access to materials in order to weave a more nuanced record of the incarceration and how it challenged the constitutional rights of all Americans. The symposium also focused on the trajectory of Japanese American history during World War II, the importance of terminology in describing this history and which project collections should be prioritized for digitization. Technical consultants focused on issues of digitizing both text and media, the use of a digital asset management system, creating a website to display the materials as well as completing a pilot project to digitize and create metadata for 100-200 items. A beta website with the items and metadata will be available toward the end of 2014. The project will then apply for further funding to get the bulk of the materials online.

"Uniting these unique archives that illuminate the wartime incarceration is long overdue," said Roger Daniels, emeritus professor of history at the University of Cincinnati and a preeminent expert on immigration and the plight of Japanese Americans during WWII. "The increased knowledge that this collection will help to achieve will be important for generations to come."

Gregory L. Williams  
Director Archives and Special Collections  
California State University Dominguez Hills

eloquent
Organizing data for eloquent presentation!




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## DIGITAL PROJECTS SPOTLIGHT

### YES YOU CAN! ...DIY

The Web is replete with articles (and vendors) offering advice on digitizing archival collections. If you've got a huge collection and the necessary grant writing skills – go for it! But what about local historical societies and history rooms? What if you could digitize your own collections, at your own pace, using inexpensive hardware and software? What if the process was simple enough that your volunteers could do the job? Yes you can – DIY.

The Costa Mesa Historical Society is a relatively small, all-volunteer organization located in thriving, changing Orange County. One of our collections - news clippings - had grown to nine file cabinets with no end in sight. After thinking about the alternatives, we decided to "bite the bullet". We decided to digitize the collection.

Today, our volunteers have processed about half of our paper clippings, resulting in 8.4GB of word-searchable PDF files. Although the clippings are organized by subject to facilitate browsing, we often search the entire 8.4GB for keywords using the advanced search capability of Adobe Reader. A keyword search of the entire 8.4GB takes about



Digitizing newspaper pages using digital camera and copy stand.

10 minutes. Also we have digitized some historical newspaper editions. To date we have 12.5GB of files. A keyword search of the entire 12.5GB takes about

six minutes. (This search is faster than the news clippings search because there are fewer, larger files to search compared to the thousands of smaller clipping files.) Try comparing these results to searching microfilm!

So how do we do it? We use an 11"x17" scanner, a computer and three common software programs. If you already have a computer, your budget for these items is less than \$500. If you have originals that exceed 11"x17", such as newspaper pages, maps, etc., a digital camera copy setup costs about \$1250. See figure 1.

Here's our list of equipment and software:

Scanner	Mustek A3 24005
Batch sharpening and auto contrast	Adobe Photoshop Elements
PDF Conversion	ABBY Fine Reader Express
High Resolution Digital Camera	Sony A65 (body only)
Macro Copy Lens	Sony SAL35F18
Camera Remote Control	Sony RMT-DWLR2
Copy Stand	RPS Studio RS-CS1070
PDF Reader	Adobe Reader

Digitizing demands discipline. The workflow needs to be documented in a way that is understandable to volunteer staff. There needs to be a solid backup strategy that includes off-site storage such as the cloud or portable hard drive. Although PDF seems like a durable format, we must always know what our digital migration choices are, either in terms of file format or storage media. How many of us remember floppy disks and Zip drives? Only with digital migration strategies in mind can we discard (gasp) the original newspaper clippings and face the inevitable disintegration of our historic newspaper pages with equanimity.

Digitizing our newspaper collections has revolutionized the way we search for information - speed, convenience and accuracy. Except in rare cases, there is no need to handle the original documents after they are digitized. Give it a try.

Art Goddard  
Costa Mesa Historical Society



## ***DIGITAL PROJECTS SPOTLIGHT***

### **DIGITIZATION OF THE BILL ROSENDAHL-ADELPHIA COMMUNICATIONS CORPORATION COLLECTION OF PUBLIC AFFAIRS TELEVISION PROGRAMS**

Loyola Marymount University's William H. Hannon Library received a grant from the Richard Riordan Foundation in Summer 2013 to digitize a large selection of videotapes from the Bill Rosendahl-Adelphia Communications Corporation Collection of Public Affairs Television Programs. The grant from the Riordan Foundation made a significant contribution to the Library's strategic goal to reformat videotapes from this collection of Los Angeles-based cable access shows. Even if stored in optimal climate-controlled conditions, the physical characteristics of the videotape formats in this collection, including 3/4" U-Matic, Betacam, Digital Betacam, and DVCPRO, render the materials at high risk of deterioration. Not only were the video recordings essentially inaccessible to researchers and classroom instruction before digitization, but they were under threat of format and playback equipment obsolescence. The end of physical audiovisual media is near, and experts in the archives field say there is only a 10-15 year window (until 2028) to get the content off of these highly unstable carriers. Thus, the grant came at an opportune time for the Library to meet its commitment to preservation of its archival holdings and to conduct LMU's first major audiovisual preservation project.

The authors of this article led the digitization project (Fall 2013). With this generous grant, we

a total of 767 programs (660 "Week in Review" programs, 79 "Local Talk" Programs, 9 "Personal Best" programs, and 19 specials/interviews with Richard Riordan) for outsourced digitization. Through a formal RFP process, we selected George Blood Audio and Video (GBAV) in Philadelphia, Pennsylvania as our partner vendor, as the Library does not have the infrastructure to support video digitization. The authors and GBAV agreed upon project specifications, deliverables, pricing, timeline and other terms and conditions, which were stated clearly in a Statement of Work that was drafted by the vendor. The vendor agreed to send us four project deliverables: (1) a "preservation master" file – DV 25 video file with a .mov wrapper (QuickTime); (2) a MD5 checksum file; (3) an XML file with external metadata (using PBCore metadata standard); (4) an access copy on DVD. In addition, the vendor included a "Condition Report" for each video tape on the hard drives shipped to us. The first three deliverables were included on hard drives, which were exFAT formatted to ensure accessibility on Macintosh or Windows platforms.

Between June and August 2013, the authors prepared the selected items for shipment to GBAV by assigning unique identifiers to each videotape, normalizing descriptive metadata on a spreadsheet, establishing a digital file structure hierarchy, and



"Week in Review" program

## ***DIGITAL PROJECTS SPOTLIGHT***

designing workflow procedures for in-house quality control. The unique identifiers were printed on sticker labels, which were affixed on each videotape. Unique identifiers and the LMU Library logo were also included on the DVD donut and tray cards.

A pilot test was conducted in August 2013 to familiarize ourselves with the workflows, deliverables, and quality control procedures that we would need to put in place for the rest of the project. Nine videotapes were digitized as part of the pilot project. During this month also, the remaining videotapes were retrieved and pulled from shelves in the Library's basement storage area. The Systems/Digital Library Program Assistant and two student assistants were instrumental in this part of the process. In early September 2013, the selected collection materials were shipped to GBAV using 44 large, plastic shipping bins supplied by the vendor.

The Library received the first batch of project deliverables from GBAV in late October and the last batch in mid-December. We received a total of: six (6) 2TB Hard Drives (which store 767 master preservation files and their related XML files with technical metadata) and 767 DVD access copies.

From mid-November 2013 through the end of the Spring Semester 2014, the Library hired a student to conduct quality control of these project deliverables. The Project librarians created a spreadsheet on which the student recorded notes for each videotape. The primary task for the quality control was to verify that each original videotape recording had all four of the project deliverables listed above. The student watched each preservation master video file at the beginning, middle, and end for three minutes at each interval. He verified that each asset had a condition report, and reviewed each video and crosschecked its quality with notes in the condition report.

Even though getting into the media preservation game can be daunting at a small institution, this project has steered us in the direction of programmatic approaches to using, preserving and making accessible audiovisual materials. In moving forward, we hope to create a more sustainable environment to manage these newly created digital files. We plan to transfer the digital video files from

the hard drives into a video asset management system and describe those using the PBCore metadata schema. We also plan to explore ways to promote media literacy through use of this collection in classroom instruction sessions. In the future, we would like to revise the existing collection finding aids with metadata such as host and guest names which can be enhanced by watching the programs. Without digitization, this would not have been possible. We also hope to make a portion of these digitized videos accessible online via LMU's Digital Library platform.

This project has been beneficial to us in many ways. We learned a tremendous amount about video digitization during the process, but more importantly we established a solid working relationship between the Department of Archives and Special Collections and the Digital Library Program at the Library. We appreciated the importance of project management by planning considerably in advance to meet the grant deadline. We have been able to demonstrate the urgency and significance of the Library's AV access, storage and preservation needs to our campus Information Technology Services (ITS), with whom we have also established a healthy working relationship to address our needs. We also developed an excellent professional relationship with GBAV and were able to complete the digitization project on schedule by regularly communicating with George Blood and his team. Due to these reasons, the authors feel better prepared to handle another video digitization project and look forward to preserving more of LMU's audio and video collections.

Link to the Collection's Online Archive of California finding aid:

<http://www.oac.cdlib.org/findaid/ark:/13030/kt2870379s/>

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Digital Program Librarian  
The William H. Library  
Loyola Marymount University

Taz Morgan  
Media Archivist  
The William H. Library  
Loyola Marymount University

## NEWS & ANNOUNCEMENTS

### HOOVER LIBRARY & ARCHIVES LAUNCHES NEW WEBSITE

The Hoover Library & Archives (L&A) rolled out their new and updated website at [www.hoover.org/library-archives](http://www.hoover.org/library-archives) on September 16. It offers more than one hundred pages of new content while making collection information easier to find via regional and topical filters. Information is chunked for easy online reading and news items are better integrated across the site. The strong visual design guides the eye to content while highlighting items from the L&A's holdings.

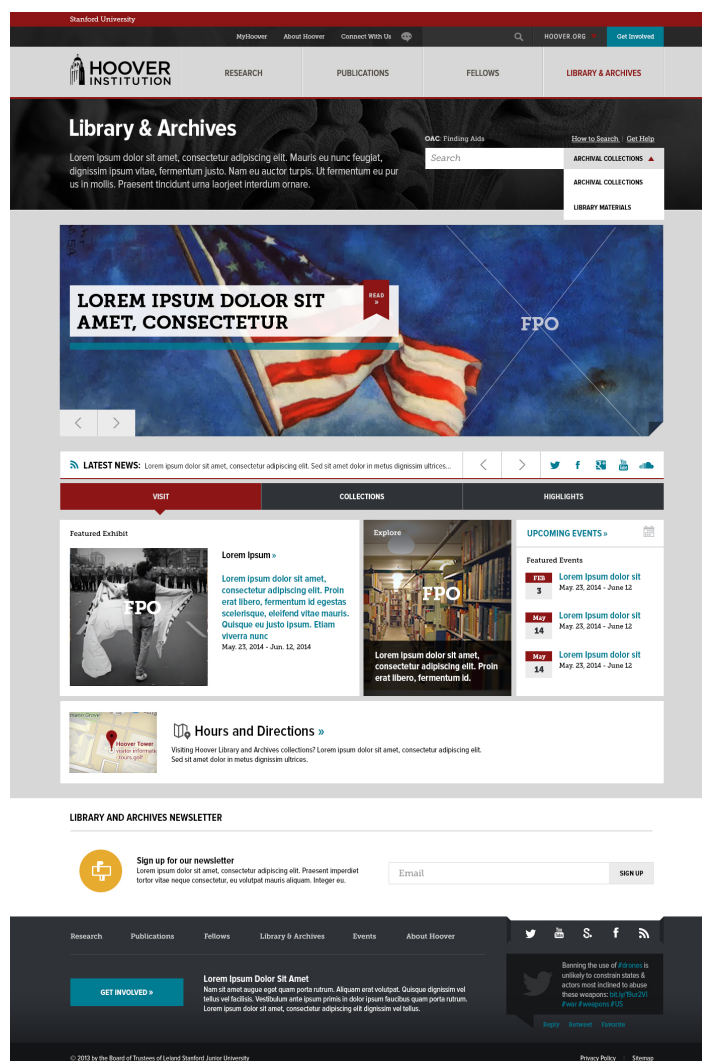
This was part of an overall Hoover Institution website redesign process that began nearly a year ago. The general look and functionality of the new Hoover site was established by Hoover's marketing team and web design firm WebEnertia before the L&A joined the process. With the overall design already in place, the L&A focused on streamlining navigation and updating content.

Developing a simple, logical, and intuitive landing page involved many drafts and discussions. We eventually settled on three sections--Visit, Collections, and Highlights--that organized our content for a variety of users. An hours and directions link and news feed are also prominent on the landing page.

Guiding end users among the options of searching the Online Archive of California (OAC) and the separate listings for the Hoover Archives and Hoover Library in the Searchworks catalog has always been somewhat problematic. We chose to limit the main search options to two: Searchworks for library materials and the OAC for archival materials. Searching the OAC makes sense because it contains EAD versions of virtually all of our catalog records as well as our more extensive finding aids when they are available. To help end users understand these options, a pulldown menu on the search box allows them to select either "archival collections" or "library materials." This search box is available on every page of the L&A website.

Like many other California repositories, much of our content is actually on the OAC, where our 6,000+ collections are described. We decided to focus the L&A website on a set of collections pages that provide geographic, topical, and format-specific

browsing options. They will help end users identify by category some of the most important collections among the six thousand, and then drive them to the OAC's more detailed information. As a result, we created more than one hundred new web pages about our collections. Each lists five to fifteen significant collections relating to a particular category. In addition, pre-programmed "see more" links on each of these pages allow end users to view dynamic search results from the Searchworks catalog that list all archival collections and all library materials relating to the specific country, subject, or format. A "Highlights" tab serves relevant news items, and some of the informative but text-heavy pages from our old website are available as PDFs under the "Additional Guides" tab on selected collection pages.



The Hoover Institution homepage



## NEWS & ANNOUNCEMENTS

Many of our digitized archival collections are available via external Internet sites such as the OAC, California Light and Sound, Stanford Digital Repository, and YouTube. To help end users find these materials we created a set of online collections pages that can be browsed by facets: language, region, and type of material. Each page lists the relevant collections and links to where they can be accessed.

As the L&A invests more in communicating our value, the Highlights section of our site adds a number of new features. There is a list of new publications based on our holdings, to which we will add multiple items each month. A donor spotlight page highlights some of the L&A's many supporters now and in the past, and footer text invites users to sign up for the L&A newsletter. As on our old website, acquisitions, events, exhibits, and other news items will continue to showcase the L&A's many activities.

A behind-the-scenes feature in the Highlights section strives to bring the collections to life along with the activities of the staff members who care for them. This section was seeded with old content from the Hoover Archivists' Musings blog on blogspot at <http://hooverinstitutionla.blogspot.com/>. Future "bloggy" content will be offered on our website rather than the external blog. We want to offer as much content as possible on our website, and the only loss with this move is the blog software's comment functionality. Given how few comments we receive on our blog, we think little is lost.

With these enhancements to navigation, content, and design, the L&A website can now serve as a better platform for expanding our reach and increasing the use of our materials.

Lisa Miller  
Hoover Library and Archives



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## NEWS & ANNOUNCEMENTS

### NEWS AND HAPPENINGS IN THE CAL ENVIRONMENTAL DESIGN ARCHIVES

#### People exhibit at the EDA

Curator Waverly Lowell and Reference Archivist Chris Marino have been working on the next exhibition in EDA Exhibition Series entitled "Designing People." The exhibit will open in January 2015 in the Environmental Design Library and explore how people (adults, children, and even pets) have been rendered and represented in architectural drawings during the last 100+ years.

#### The Tallie Maule Collection, a new acquisition

In May of 2014, the EDA was pleased to receive a donation of the work of architect Tallie Maule, who practiced in Tennessee, Okinawa, and San Francisco from the early 1950s until his premature death in the mid-1970s. Maule worked for Skidmore, Owings and Merrill (SOM) from 1947 through 1955 in their offices in New York; Chicago; Oak Ridge, TN; Tokyo, Japan; and San Francisco successively. After leaving SOM he spent nearly four years in Japan and Okinawa working on large-scale post war building projects. Maule established his own practice in San Francisco (1957-1974) and secured a position as Chief Architect of design coordination for the Bay Area Rapid Transit (BART) Agency from 1966 – 1973.



Palo Alto Office Center (Palo Alto, California),  
circa 1964

For more information on new accessions please see our newsletters online <http://archives.ced.berkeley.edu/news> . Also see the newest virtual exhibit "Planning with Nature" <http://exhibits.ced.berkeley.edu/exhibits/show/laepcentennial>.

#### EDA Blog and Social Media

EDA has launched a new blog to accompany our new website. Each month, one member from the EDA team composes a post; topics vary from recent acquisitions, appraisal, architectural anniversaries, and upcoming exhibitions, among others. We invite you to follow the EDA on Instagram, Facebook, Twitter, and Tumblr as we begin to showcase the universe of unique materials housed here at the EDA. Every day we post an image from one of our architecture, landscape architecture, design, or architectural photography collections. Like us on Facebook, follow us on Tumblr, Twitter, and Instagram – and spread the word!

### ARMENIA WOMEN'S ARCHIVES

The Armenian Women's Archives (AWA) seeks non-Armenian(s) with archival or historical training for volunteer Board of Directors.

Our mission deals with assimilation issues in the U.S. Learn about, e.g., outreach, education, gender, negotiations with repositories, and nonprofit management. We are in an exciting build up phase! Experience is transferable toward your professional advancement.

Meetings held quarterly in S.F. Bay Area. All inquiries welcome, esp. by Oct. 15th, 2014. Info about AWA sent upon request.

Contact: Joan Torkian, MA, Exec. Dir/ Bd, Indep. Scholar, 510-549-0699; [armwomanarc@gmail.com](mailto:armwomanarc@gmail.com)

### NEW DEPUTY STATE ARCHIVIST APPOINTED

Rebecca Wendt, currently Managing Archivist for Public Programs at the California State Archives, has been selected to be the new Deputy State Archivist. Rebecca takes the place of Laren Metzger who retired as of July 1st.



## NEWS & ANNOUNCEMENTS

Rebecca Wendt has been an archivist at the California State Archives since 2001. Since 2013, she has worked as the Archives' Managing Archivist for Public Programs and Electronic Records Archivist, acting as the lead for development of the Archives' Electronic Records Program. Following the recent transfer of the California Records and Information Program (CalRIM) to the Secretary of State's office from the Department of General Services, she is leading the efforts to merge the program into Archives operations. Her prior assignments have included coordinating the State Government Oral History Program and serving as Legislative Records Archivist.

She also serves as Deputy Records Coordinator for the California Historical Records Advisory Board (CHRA).

### 10 YEARS OF THE CFPRT!

In commemoration of the ten-year anniversary of the Center for Primary Research and Training, UCLA Library Special Collections is holding a half-day symposium to honor the achievements of past and present CFPRT scholars, and to celebrate the center's continuing success. The symposium will include two panel discussions, a keynote address, and remarks from distinguished guests. The first panel will include lightning talks by six current and recent UCLA graduate students who will discuss highlights of their work with special collections materials and reflect on how the center has impacted their graduate education. The second panel will offer reflections from three former CFPRT scholars, detailing how their experience at the center influenced their careers in higher education, publishing and writing, and the archival profession. Thai Jones, History PhD and currently the curator for American History at Columbia University's Rare Book and Manuscript Library, will deliver a keynote talk that addresses the benefits that hands-on training in special collections libraries brings to academic research and teaching.

The symposium will be held at UCLA on October 24, 2014 from 1pm to 5pm in the Young Research Library's main conference room. A reception will be held in Library Special Collections immediately following the symposium. A detailed schedule and

information on the day's speakers is available at: <http://www.library.ucla.edu/special-collections/center-primary-research-training-cfprt>

For questions, contact Jillian Cuellar, head of the Center for Primary Research and Training at [jcuellar@library.ucla.edu](mailto:jcuellar@library.ucla.edu).

### NEW AND NOTEWORTHY IN THE STANFORD UNIVERSITY ARCHIVES

#### Stanford Daily Archives Now Available Online!

First published as the Daily Palo Alto, the Stanford Daily is the daily independent, student-run newspaper serving Leland Stanford Junior University continuously since 1892.

Through the effort of the Friends of the Stanford Daily, all issues were recently digitized in their entirety, and users can browse high quality scans of each issue. The database contains nearly a million articles, all of which are full-text searchable. Users can also search over a hundred years of articles by date (year and month). Access to the Stanford Daily archives is of tremendous value to anyone interested in the history of Stanford University.

Search the online Stanford Daily archive (1892-2009) at: <http://stanford.dlconsulting.com>  
For articles published after 2009, visit the Stanford Daily online at: <http://www.stanforddaily.com>

#### Acquisitions - Summer 2014

##### Marilyn J. Boxer papers

Marilyn Boxer is emeritus professor of history at San Francisco State University and former lecturer and scholar at the Institute for Research on Women and Gender at Stanford. She has held administrative appointments at San Diego State University, including Chair of the Department of Women's Studies (1974-1980) and Dean of College of Arts and Letters (1985-1989); as well as at San Francisco State University where she served as Vice-president for Academic Affairs (1989-1996).

Boxer is the author of *When women ask the questions: creating women's studies in America* (1998). She has also co-edited three books: *Socialist women:*



## NEWS & ANNOUNCEMENTS

*European socialist feminism in the nineteenth and early twentieth centuries* (1978); *Connecting spheres: European women in a globalizing world, 1500 to the present* (1987); and *Clara Zetkin: National and international contexts* (2012). In 2004, Boxer received the Helen Hawkins Feminist Activist Award for Betterment of Women's Lives.

Marilyn Boxer papers, SC1212

<http://www.oac.cdlib.org/findaid/ark:/13030/c8gh9m71/>

### Keith Johnstone papers

Keith Johnstone is a British and Canadian pioneer of improvisational theatre, best known for inventing the Impro System and Theatresports, the latter of which has become a staple of modern improvisational comedy and is the inspiration for the television shows such as "Whose Line Is It Anyway?"

As an educator, playwright, actor and theatre director Johnstone's ideas about improvisation, behavior and performance appeal to a wide variety of groups. From actors to psychotherapists, improvisation companies to theatre schools and companies, business and management training specialists and humanities research institutes, universities and film production companies have invited him to come to teach them about his ideas, and how they might apply them.

The Johnstone papers consist of original plays, writings, correspondence, theatrical materials, journals, artwork, and more.

Keith Johnstone papers, SC1210 <http://www.oac.cdlib.org/findaid/ark:/13030/c8fj2k2r/>

Jenny Johnson

Special Collections and University Archives

### TIME TO HONOR YOUR COLLEAGUES – THE ARCHIVAL AWARD OF EXCELLENCE

The California Historical Records Advisory Board is accepting applications for the distinguished Archival Award of Excellence. The award honors individuals within California who have made an outstanding contribution to the archives profession and accomplished exceptional work in the archives and records management field. These contributions

include activities such as contributing innovative or creative ideas to the profession, improving the profession's effectiveness through advocacy or services, or promoting greater public awareness of archives and the archival profession. Nominees must have accomplished the work within the state of California during the five-year period preceding the year in which the award is presented.

Recent recipients include:

**2014** Pamela Jean Vadakan, California Preservation Program, UC Berkeley. "In recognition of exceptional contributions in shaping and personifying the California Audiovisual Preservation Project (CAVPP) and building the California Light and Sound web site."

**2010** Barclay Ogden and Julie Page. "In recognition of exceptional performance in establishing WESTPAS, the Western States and Territories Preservation Assistance Service."

**2008** Bradley Westbrook, University of California, San Diego. "In recognition of his significant contributions to the development of the Archivist's Toolkit."

**2004** Robin L. Chandler, California Digital Library, Online Archive of California. "In recognition of exceptional archival leadership in developing the Online Archive of California."

**2001** Robert G. Marshall, California State University, Northridge. "In recognition of exceptional archival leadership in guiding the L.A. as Subject: The Transformative Culture of Los Angeles Communities Project."

**2000** Helene Whitson, San Francisco State University. "In recognition of exceptional performance in establishing and organizing the Bay Area Television Archives and in preserving the archival records of San Francisco State University."

To nominate candidates, visit the web site: <http://www.sos.ca.gov/archives/chrab/award.htm>.

Nominations are due on Friday, April 24, 2015. The award will be presented at the Western Roundup in Denver in May, 2015.

Peter Blodgett

Sue Hodson

Pat Johnson

Award committee, California Historical Records Advisory Board



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# CALENDAR



**OCTOBER, 2014**

AMERICAN ARCHIVES MONTH

**NOVEMBER 4, 2014**

SCA WORKSHOP:

ENGINE OR CABOOSE? THE CHANGING RELATIONSHIP  
BETWEEN ARCHIVES AND RECORDS MANAGEMENT,  
AFRICAN AMERICAN MUSEUM AND LIBRARY, OAKLAND

**NOVEMBER 21, 2014**

SCA WORKSHOP:

EXHIBITION DEVELOPMENT, DESIGN, AND ASSESSMENT: BEST  
PRACTICES,  
THE HUNTINGTON LIBRARY, ART COLLECTIONS AND BOTANICAL

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