

# SOCIETY OF CALIFORNIA ARCHIVISTS NEWSLETTER

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## Environmental Design Archives Completes NEH Grant Making Walter Hood's Collection Accessible

The Environmental Design Archives (EDA) at the University of California, Berkeley (UCB) is pleased to announce the completion of a project funded by the National Endowment for the Humanities: Collections and Reference Resources Grant to process and make accessible significant source materials created by urban designer Walter Hood. Walter Hood (1958-) is recognized as one of the most accomplished landscape architects and urban planners in the United States. He teaches in the Department of Landscape Architecture and Environmental Planning at the University of California, Berkeley and is the creative director of Hood Design Studio in Oakland, CA. Since 1992, his firm has reflected a fundamental desire to design for communities where landscape architecture is essential, though often neglected. Hood's work focuses on creating environments for people to live, work, and play through engagement with a community and its history.



**Watercolor of Splash Pad Park (Oakland, CA) 2001.**

His practice encompasses both the traditional parameters of landscape architecture and embraces urban design, community, architecture, environmental art, and research. Critics have deemed Hood's projects transformational, in particular, Oakland's Lafayette Square and Splash Pad Park, for their ability to turn overlooked landscapes into popular and vital social spaces.

The 18-month project, *Walter Hood: Redefining the Public Realm*, resulted in the processing of this designer's work from 1995-2014, and provides access to the records of Hood's practice for scholars in urban planning, landscape architecture, and American studies, research and teaching in the broader humanities, and the general public.

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In her letter of support for this grant, Thaisa Way, Professor of Landscape Architecture at the University of Washington wrote, “Hood’s work is fundamental to understanding how contemporary designers are addressing the acute challenges of the 21st century, from climate change to racism, from community to equity, from design to performance.”



**Walter Hood**

The addition of Hood’s collection is part of a concerted effort by the Environmental Design Archives to ensure that significant and diverse voices in Northern California design are preserved and made accessible. The Walter Hood Collection consists primarily of project files and drawings, firm portfolios, models, and personal sketchbooks. Physical and digital files for design work span the length of Hood’s career from 1996-present, but primarily focus on projects completed in California. The collection includes 20 boxes of manuscript materials, 7 flat files of drawings, 14 models, and 57 GB (13,351 digital files) produced by Hood and his firm.

The project’s completion marks the EDA’s first hybrid collection (physical and digital records) made available to researchers. One of the significant outcomes of this grant was establishing workflows at the EDA to successfully manage the preservation of and access to digital design records. These new systems lay the foundation for preserving future hybrid and digital collections, and ensure that the EDA will be active participants in the continued preservation of the history of Northern California design, as well as be able to provide access to the historical record for future generations.

The EDA would like to thank the [National Endowment for the Humanities](#), as well as the [Department of Landscape Architecture and Environmental Planning](#) at the University of California, Berkeley, for making the processing of this collection possible.

#### ABOUT THE NATIONAL ENDOWMENT FOR THE HUMANITIES

Created in 1965 as an independent federal agency, the National Endowment for the Humanities supports research and learning in history, literature, philosophy, and other areas of the humanities by funding selected, peer-reviewed proposals from around the nation. Additional information about the National Endowment for the Humanities and its grant programs is available at: [www.neh.gov](http://www.neh.gov).



**NEH Seal**

#### NATIONAL ENDOWMENT FOR THE HUMANITIES

#### ABOUT THE ENVIRONMENTAL DESIGN ARCHIVES

The Environmental Design Archives is a non-profit, self-supporting research unit housed in the College of Environmental Design at UC Berkeley. One of the largest archival repositories of its kind west of the Mississippi, the EDA holds more than 200 collections that document the work of the San Francisco Bay region’s historically significant architects, landscape architects, planners, and designers. The Archives is committed to collecting, preserving, and providing access to primary records of the designed environment. <https://archives.ced.berkeley.edu/>

#### ADDITIONAL RESOURCES

Walter Hood information page, EDA website:

<https://archives.ced.berkeley.edu/collections/walter-hood>

Walter Hood Collection finding aid, OAC:

<https://oac.cdlib.org/findaid/ark:/13030/c8sf33dw>

*Emily Vigor*

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# PRESIDENT'S MESSAGE

In earlier messages to the membership, I highlighted the **Task Force on Labor Issues within the Profession** and the **SCA Golden (50th) Anniversary Special Committee**, but as we round the corner after a year of sheltering in place, I'd like to take the opportunity to reflect on some of the amazing work that SCA's standing committees accomplished, and thank the members that did so much of the hard work to keep the Society of California Archivists moving forward and evolving during one of the strangest years we've had as an organization.

First and foremost on my list, the **Ethics and Inclusion Committee** has been working toward revising the [SCA Code of Conduct](#) and establishing protocols for [Code of Conduct Violations Procedures](#). The new Code of Conduct states that "We believe that the best problem-solving and critical thinking happens when people with a wide variety of experiences and perspectives come together to work in comfort as peers. We, therefore, expect participants in the SCA community to help create thoughtful and respectful environments where dialogue and exchange can take place...to foster an environment where it can thrive in a universally welcoming community setting." It asks us all to consider taking the small actions necessary to help us create a culture of trust and accountability through what the committee calls "Ways of Being" in all of the spaces we meet, share content, and collaborate together as members of SCA. It guides our interactions in our online presence in addition to our face-to-face interactions, both virtually and in person. The Code of Conduct Violations Procedures outline a transparent order of operations the SCA EIC will follow when a member of our community feels the code has been violated, and allows for both anonymous reporting and an investigative process that centers dialogue and a restorative process, rather than punitive measures. This work was started by former co-chairs Zayda Delgado and Eva Martinez and committee member Holli Teltow and ushered through to completion by current co-chairs Stefani Baldivia and Penny Neder-Muro and committee member Jennifer Ho. Thank you all for your commitment to see this necessary and vital work through, and your enormous contribution to the continued growth of SCA into a more inclusive and welcoming organization.

Our newly formed [Advocacy and Public Policy Committee](#) is now at work crafting new guidelines for the posting of job announcements on the Western Archivists (westarch) listserv, which would bring SCA in line with nationwide efforts to promote salary transparency throughout the profession.

I'm especially proud as well of the programs that the [Education Committee](#) has brought to the membership this year to both highlight the practical and vital work of their colleagues to create professional pathways for students of color within the CSU, to highlighting the work of activists that use archival collections to support their work in holding local police, politicians, and other state actors accountable through the courts.

And to create a community of practice and provide a forum for socializing and professional development, our First Friday monthly meetings, led by Membership Committee Chair and Membership Director Alix Norton, with the support of Steering Committee members Courtney Dean, Chris Marino, Leilani Marshall and Robin Schiff have been a resounding success. Topics have ranged from discussing how we can confront structural racism and bias in our descriptive practices to learning new tools for web recording, to visiting a farm together. We hope to continue this, as it allows us to be in community with colleagues throughout the state and share information with our membership.

The SCA Board and I also want to recognize the tremendous amount of work our [Program Committee](#), chaired by Leilani Marshall, and [Local Arrangements Committee](#) did this past year to make SCA's first virtual **Annual General Meeting** a reality, along with the members of the [Development Committee](#), who have had to quickly readjust our annual fundraising plans, centered on our beloved Silent Auction, to come up with new ways to raise funds to support our programs and scholarships.

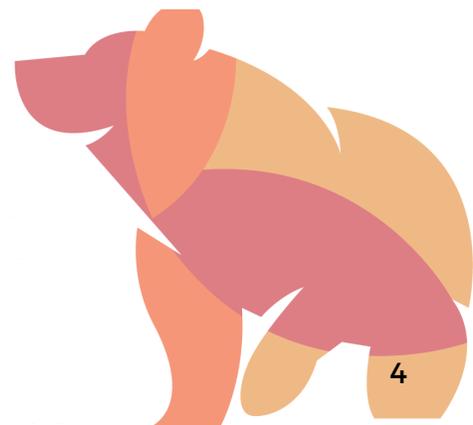
And the work of SCA would not happen without the hard work of many of our committees that keep the fundamental and vital operations of SCA running, including: the members of the [Communications and Outreach Committee](#), who have escalated our social media presence and made SCA more visible through timely and thoughtful posts; the [Nominating Committee](#), whose work keeps SCA's governance structure open and transparent, and the [Elections Committee](#), which is working hard to encourage higher participation in our elections; the [Awards Committee](#) members that have done a great deal of work to maintain the continuity of our awards program during our new virtual reality; and of course our [Publications Committee](#) members that keep this forum alive, and is the committee where I myself started out in service to SCA as a co-editor of the Newsletter.

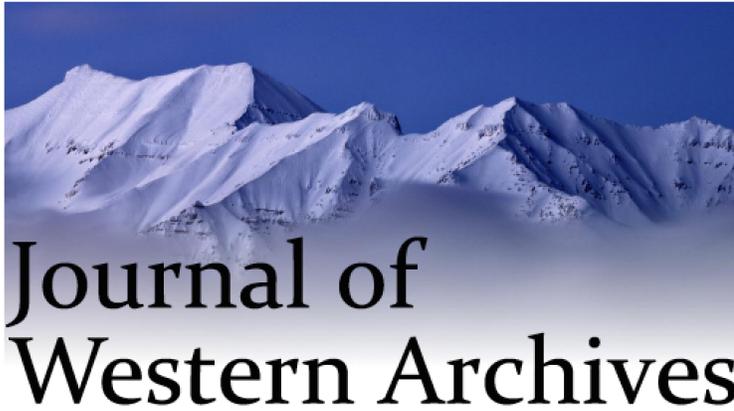
My final acknowledgement, with a great deal of gratitude for their hard work, goes to the [Western Archives Institute \(WAI\) Joint Management Committee](#), under the leadership of Associate Administrator Ellen Jarosz, Administrator Sebastian Nelson, and Assistant Administrator Veronica Lara. Together they crafted an entirely new structure and MOU outlining the shared governance of the WAI going forward with the State Archives, and fully transition WAI to an all remote modality.

In closing, I once again wish to thank you all for the honor of serving as President, and encourage all of our members that wish to serve the profession to consider joining a committee, or nominating yourself for an elected position. It has truly been the highlight of my career thus far, being in community with you all.

In gratitude,  
Tanya

Tanya Hollis  
SCA President, 2020-2021





# Journal of Western Archives

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](mailto:john_m_murphy@byu.edu)). Article submissions may also be made online at the journal website.

# JWA

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

## 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 e newsletter should be directed to the Editors of the Newsletter:

Newsletter Editors  
The Bancroft Library  
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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.

SCA Newsletter editors  
Amanda Mack, Sue Luftschein, and Ashley Achee

# COLLECTIONS SPOTLIGHT

## Dalip Singh Saund Papers Come to UCSB Library



**Dalip Singh Saund in front of the U.S. Capitol. Photo courtesy of Eric Saund.**

Dalip Singh Saund made history in 1957 when he became the first Asian American, the first Indian American, and the first Sikh elected to the United States Congress, serving California's 29th District in the House of Representatives until 1963. His papers were recently donated to UCSB Library so researchers can study his life and impact on history.

Born in a small village in India to a Punjabi Sikh family in 1899, D.S. Saund immigrated to the United States in 1920 to study agriculture at UC Berkeley. He became an American citizen in 1949 after successfully organizing efforts for Congress to pass a bill allowing Indian immigrants to pursue naturalization. He was a farmer, mathematician, businessman, and judge, before being elected to Congress and becoming a nationally and internationally known symbol of democracy in action.

"D.S. Saund stood as a living representative that, despite our historical struggles over race, ethnicity, and immigration, someone from a poor remote village in India could rise to a level of significant position and responsibility under the U.S. system," said his grandson, Eric Saund, who facilitated the donation of his grandfather's papers to UCSB Library.

Growing up in India under British colonialism shaped D.S. Saund's political views. While in college, he supported the movement for an independent India led by Mohandas Gandhi. In the U.S., D.S. Saund frequently confronted racial and religious discrimination but he maintained his belief in the promises of American democracy.

"He epitomized the belief that the United States of America is not defined by birth or heritage of any set of people, but fundamentally is an idea that the human condition can be advanced through freedom, opportunity, and mutual respect," said Eric.

Heavily involved in the California Democratic Party, D.S. Saund championed issues related to water rights, farming, small business, relations with Mexico, the Agua Caliente Reservation of Palm Springs, the Corona Naval Hospital, and Veterans affairs. He was a fierce supporter of the 1957 Civil Rights bill. A member of the Committee on Foreign Affairs throughout his entire House career, he embarked on a State Department-sponsored world tour during the Cold War era to highlight the freedom, opportunity, and creative spirit of the U.S. system.

The collection contains many photographs and records from the world tour as well as newspaper and magazine clippings about D.S. Saund, letters from constituents, handwritten notes, audio, 16mm, and television recordings, as well as his numerous accolades and awards.

"This collection is invaluable for students and scholars looking to understand not only Saund but also his historical and sociopolitical milieu, which spans local, state, national, and border politics, as well as South Asian diasporic history, the civil rights struggle, and the geopolitics of the Cold War," said Dr. Swati Rana, Assistant Professor of English at UCSB, who wrote a chapter about D.S. Saund in her upcoming book.

“For my own research in U.S. ethnic literature, this is an indispensable resource for understanding Saund’s remarkable autobiography, Congressman from India, published in 1960, which charts his spectacular career and builds the literary character of Saund, refashioning this immigrant from India into a representative American.”

The Saund family chose UCSB Library to be the home of D.S. Saund’s papers because of its sophisticated facilities, strong values around openness and access, and because there are already scholars at UCSB and in the UC system interested in D.S. Saund’s life, such as Dr. Rana.

Eric Saund was also strongly persuaded by E. Samantha Cheng, a journalist and documentary filmmaker who worked closely with Director of Special Research Collections, Danelle Moon, while producing the documentary Dalip Singh Saund: His Life, His Legacy.

No longer just a footnote in America’s history, D.S. Saund’s legacy will live on literally, for all to read from the pages of UCSB Library’s Special Research Collections,” said Cheng. “An honor so rightly deserved.”

The UCSB Library supports more than 25,000 students, over 1,000 faculty, and many visiting scholars and researchers. For more information, visit [www.library.ucsb.edu](http://www.library.ucsb.edu) or call (805) 893-2478. To make a donation, contact Heather Silva at [heathersilva@ucsb.edu](mailto:heathersilva@ucsb.edu) or (805) 893-5732.

*Danelle Moon*  
 Director Special Research Collections  
 UCSB Library  
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## Voices from the Past

The Western Sonoma County Historical Society has partnered with California Revealed to provide audio recordings of our local citizens, called oral histories, which provides access to everyone.

Now the Historical Society can offer, to the public, the opportunity to listen to these amazing recordings in full length right from the comfort of your living room. They can be heard by visiting these direct links:

<https://californiarevealed.org/collections/western-sonoma-county-historical-society> or  
<https://archive.org/details/westernsonomacountyhs/www.archive.org>.

California Revealed is a State Library initiative to help California's public libraries, in partnership with other local heritage groups, digitize, preserve, and provide online access to archival materials - books, newspapers, photographs, audiovisual recordings, and more - that tell the incredible stories of the Golden State.

The staff at the West County Museum spent many hours listening to the Museum's collection of oral histories to verify the condition and quality of the tapes and note the subject and people talked about on the tapes. This process narrowed down the number to 67 audio recordings.

Collecting oral histories has been a part of an ongoing project at the Museum since the 1970's and will continue as soon as we are released from closure due to COVID-19.

The tapes and their text transcriptions were delivered to California Revealed in Sacramento in March 2020 just as libraries were shut down due to COVID-19. The tapes were sent out to their partner vendor and then Museum staff patiently waited for word that work had begun in digitizing.

In brief, the subjects of the recordings include railroad history, agriculture, businesses, the 1906 earthquake, and schools.

Some of the Museum staff's personal favorites are: William Borba, who was Sebastopol's historian who also had a large photographic collection; Jack Fore, a local banker who knew the stories of many people and businesses; Richard Keil, who tells of his memories of the Luther Burbank Experiment Farm as his father (employed by the Stark Bros.) took over management of the Farm; and Virginia Sustarich, who was the woman in charge at the time the Speas Distillery was shut down and knew the history of the plant. The history that these folks and all the others share is a real treasure that everyone will enjoy.



**Grace Abbott (1907-2000) sits on the box car steps at the West County Museum, Sebastopol, CA., taken the day her oral history was recorded in 1992. Her grandparents came to Sonoma County in 1849 to work in the gold fields but ended up farming instead. Her recollections are detailed in her oral history recording.**

There is a second project that the Museum was awarded: digitizing the minute books of the Sebastopol Grange from 1903 – 1945. They are full of historical facts on the west county. This project is also in the hands of California Revealed and will be made available to the public as soon as work has been completed.

*Mary Paul Dodgion*  
 Western Sonoma County Historical Society  
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# NEWS AND ANNOUNCEMENTS

## The Autry Welcomes Alejandra Gaeta



Alejandra Gaeta started as the new Associate Archivist/Librarian at the Autry Museum of the American West in September 2020. She is primarily responsible for surveying the Autry's manuscripts and archives as well as managing the born-digital collections, such as the Collecting Community History Initiative Digital Archive that documents stories of the West during the time of the COVID-19 pandemic, Black Lives Matter movement, and the 2020 elections. Gaeta received her MLIS from UCLA and her B.A. in English and Latin American Culture & Literature from Whittier College. Before coming to the Autry, she served as the Archivist for the Center for the Study of Political Graphics (CSPG), a non-profit, educational and research archive that collects, preserves, documents, and circulates domestic and international political posters relating to historical and contemporary movements for social change.

As a lone arranger in that position, she grew her ability to solve problems and overcome obstacles creatively. At CSPG she managed their collection of over 90,000 posters; supervised and trained interns and volunteers; coordinated reference, loan and image use requests; and worked on exhibition development and installation. Gaeta's past experiences and overall commitment to community makes her a perfect fit for the Autry that works to "bring together the stories of all peoples of the American West, connecting the past with the present to inspire our shared future."

*Liza Posas*  
*Head of Research Services and Archives*  
*Autry Museum*  
*[lposas@theautry.org](mailto:lposas@theautry.org)*



## Education Committee Announcements

### SCA Annual General Meeting pre-conference webinars:

SCA's Education Committee is pleased to announce three pre-conference webinar presentations on Monday, April 26, 2021.

#### [Core Concepts of Accessibility in Archives](#)

Presenter: Dr. Lydia Tang (LYRASIS)  
Time: 10:00am -11:00am, Pacific Time

#### [Hands-on with Padlet: Creating A Virtual Interactive Space with Archives for Instruction and Beyond](#)

Presenters: Rachel Wen-Paloutzian and Laura Poladian (Loyola Marymount University)  
Time: 11:30am - 12:45pm, Pacific Time

#### [What it means to be responsible for climate-related records: Creating and using climate-related archives](#)

Presenters: Jillian Lohndorf (Internet Archive) and Claire Williams (University of British Columbia)  
Time: 1:30pm - 2:30pm, Pacific Time

Additional details and registration information are posted on this page:

<https://www.calarchivists.org/Workshops/Upcoming>

We look forward to seeing you on April 26th!

### SCA YouTube channel updates:

SCA's Education Committee is delighted to announce the addition of three new webinar presentations, now available to view on the SCA YouTube channel.

#### [Tell Us How UC It: Thinking Critically through a Living Archive for Student Activism](#)

Presented by: Tamara Rhodes and Cristela Garcia-Spitz (UCSD)  
Date of presentation: September 29, 2020

#### [Beyond Diversity Initiatives: Recruitment of BIPOC into Archives & Special Collections Librarianship](#)

Presented by: Azalea Camacho (California State University, Los Angeles), Amalia Castañeda (California State University, Dominguez Hills), and Karina Cardenas (California State University, Fresno)

Date of presentation: December 10, 2020

#### [Liberated Archives for Black Lives](#)

Presented by: Teresa Raiford (Don't Shoot Portland)

Date of presentation: January 21, 2021

We invite you to subscribe to the official SCA YouTube channel: <https://www.youtube.com/c/CalArchivists>

If you have suggestions for future webinar topics, or are yourself interested in presenting a webinar, please feel free to contact the Education Committee at [educationcommittee@calarchivists.org](mailto:educationcommittee@calarchivists.org).

Interested in participating in the Education Committee? Education Committee is looking for additional Committee members to join us to organize and facilitate educational webinars. If you are interested in joining the Education Committee, please contact the Education Committee at [educationcommittee@calarchivists.org](mailto:educationcommittee@calarchivists.org).

Special thanks to the SCA Education Committee for their work and dedication to adapt to the ever-evolving year to support online education: Jared Campbell, Matthew (Matt) Caselli, Marlayna Christensen, Charla DelaCuadra, Bo Doub, April Feldman, Christy Horton, David Krah, Joanne Lammers, Leilani Marshall, Christina Moretta, Martha Noble, Mattie Taormina, Rebecca Fenning Marshall, Sue Luftschein, and Ignacio Sanchez-Alonso.

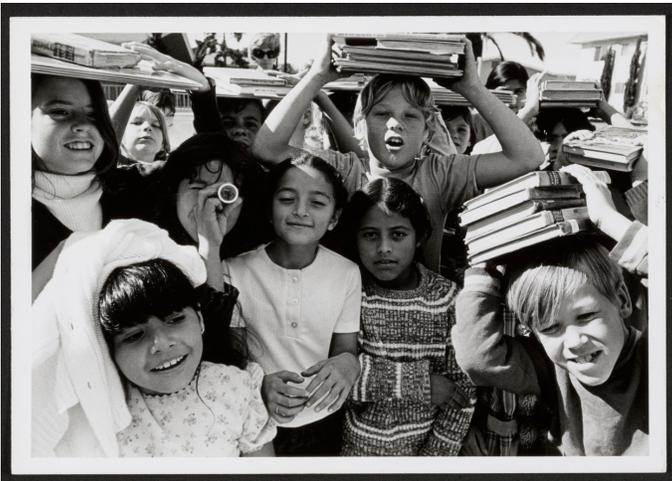
*Mallory Furnier, Adrienne Storey, and Christine Kim*  
Education Committee Chairs  
[educationcommittee@calarchivists.org](mailto:educationcommittee@calarchivists.org)

# EXCLUSIVES

## California Revealed Turns Ten!

We are delighted to announce that California Revealed is celebrating its 10th anniversary of digitizing and providing online access to historical artifacts from libraries, archives, museums, and heritage groups across the state. Thanks to ongoing support from the California State Library, California Revealed has facilitated the digital preservation of 84,000 objects from more than 300 partner organizations!

The resulting collection, which is freely available at our website ([californiarevealed.org](http://californiarevealed.org)), encompasses everything from a 1971 tour of Tower Records on the Sunset Strip to film footage of the 1915 Panama-Pacific International Exposition; from interviews with John Wayne and then Governor Reagan at Knott's Berry Farm to a 1990 panel discussion with women members of the Black Panther Party; from a 1983 demo of one of Apple's earliest personal computers to documentation of a Peoples Temple meeting led by Jim Jones—to name only a few of the most viewed titles.



**National City Library (10), 1973.** Photograph from National City Public Library.

<https://californiarevealed.org/islandora/object/cavpp%3A28572>

We've come a long way since uploading our first objects to the Internet Archive in May 2011. The project began life as the California Audiovisual

Preservation Project (CAVPP), first tasked by the California State Library to develop a pilot program that would act as a centralized unit facilitating preservation and online access to unique audiovisual recordings documenting California history.

A 2007 survey conducted by the California Preservation Program found that libraries and archives often lacked the necessary resources to provide long-term access to audiovisual materials and that, moreover, these same recordings were acutely endangered owing to physical deterioration, lack of playback equipment, and rapidly advancing format obsolescence. From its inception, California Revealed aimed not only to provide digitization services but also to educate and empower partner organizations to take steps to address the access and preservation challenges facing their treasured collections.



**Shades of Anaheim - Taiko Drummers, [1993].** Photograph from California State Library.

<https://californiarevealed.org/islandora/object/cavpp%3A112919>

Initially based at the University of California, Berkeley, CAVPP's digitization program quickly grew such that by 2016 we had preserved and provided online access to nearly 8,000 recordings from 127 partner organizations. The following year, the program widened its scope to include all print formats in its annual call for digitization nominations and was renamed California Revealed.

In 2018, our team of digital librarians moved to the California State Library in Sacramento and began to offer preservation services for previously digitized and born-digital materials.

Now entering its second decade, California Revealed continues to expand digitization services while also building upon an existing program of workshops and webinars with targeted support for cataloging, description, outreach, and community archiving. This year we are especially happy to be launching a State Library CopyCat grant program supporting the establishment of five Memory Labs in libraries across the state. By furnishing a free, DIY space for the digitization of photos, documents, and audiovisual recordings, these community archiving hubs will give host organizations a unique opportunity to connect with community members and save shared history.

Meanwhile, our drive to digitize otherwise hidden artifacts continues apace! For the current digitization cycle, more than 81 organizations—including 13 new partners—have received awards representing digitization services for more than 20,000 objects. Among the countless highlights of this upcoming cycle are manuscripts related to the case of a pirate, Captain George Washington Eayrs, who was one of the most daring and enterprising of the Yankee contraband traders who traveled up and down the coast of California between 1805 and 1814; local business ledgers and bank records illuminating the business activities of early Chinese immigrants in Sonoma Valley; materials documenting Armenian-American music production in the San Joaquin Valley, collected through a community scanning day at California State University, Fresno; a 1960s radio series called “Californians of Mexican Descent” that explored topics such as culture, language, assimilation, faith, dance, art, food, and family life; and the local newspaper collections of Carmel Valley Historical Society, Daly City Public Library, and Plumas County Library.

As part of our anniversary celebration, California Revealed is asking partner organizations and community members to share highlights and stories related to materials digitized by the project.

We encourage newsletter readers to please fill out our highlights request form online. These submissions will be shared on California Revealed social media and newsletter throughout 2021.

We hope to celebrate our organization’s anniversary with in-person events when circumstances allow, but for now we want to thank our partner organizations and the broader California archives community for your engagement and encouragement over these past ten years!



*Max Goldberg*  
*Outreach Coordinator*  
*California Revealed*  
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## Exhibits Highlight Histories of Race and Gender at Stanford Medicine

The Stanford Medical History Center, which is the archives and rare books collection at Stanford Medicine, mounts annual exhibits in Lane Medical Library that are related to the history of medicine at Stanford and its predecessor institutions. Past exhibits have included the role of Stanford Medicine in WWI and the histories of specific Departments in the School of Medicine, such as Neurosurgery and Anesthesia.

The development of these exhibits was consonant with other programming at Stanford. This programming included the opening of the Diversity Center of Representation and Empowerment ([D-CORE](#)) in Lane Library in 2017; the launching of the Inclusion, Diversity, Equity, and Access in Learning Environment ([IDEAL](#)) initiative across the Stanford campus in 2018; and the establishment of a [Commission on Justice and Equality](#) at Stanford Medicine in 2020.



**Dr. Adelaide Brown (1868-1939). Stanford Medical History Center.**

In both exhibits, I drew on visual content from the collections at the Stanford Medical History Center (MHC). But I also acquired images and permissions from other archival repositories, including the Bancroft Library at the University of California, Berkeley; the Library of Congress; the Metropolitan Museum of Art; the Japanese Cultural Center of Hawai'i; the Hawai'i State Archives; the Lyndon B. Johnson Presidential Library; and the California Digital Newspaper Collection.

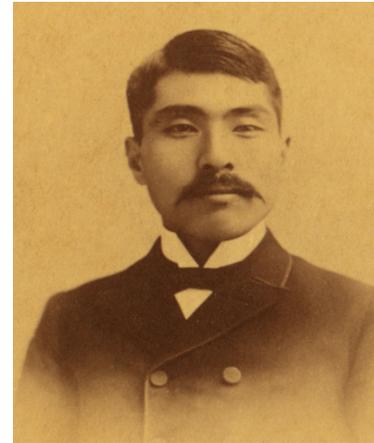
The Stanford Historical Society, on whose Board of Directors I have served, has had a mission of formulating an historical narrative of Stanford University as going "from good to great." In contrast, I sought with these exhibits to acknowledge aspects of the School of Medicine's past that today might be met with censure. In the Adelaide Brown exhibit, I mention the role that Stanford University played in the eugenics movement of the early twentieth century.

In the Iga Mori exhibit, I make reference to the role of Dr. Levi Cooper Lane (then President of Cooper Medical College and the person after whom Lane Medical Library is named) in supporting a false proclamation by the governor of California in 1900 that there had been no outbreak of bubonic plague in San Francisco that year – a political manoeuvre aimed at keeping white businesses open at the cost of lives of San Francisco's Chinese immigrant population.

The Iga Mori exhibit was mounted on March 16, 2020 – the day before Lane Library was closed as part of a university-wide protocol in response to the COVID-19 pandemic.

This was ironic, in part, due to the fact that the Mori exhibit discusses an outbreak of bubonic plague and the failure of public officials at the time to respond effectively.

Partly in response to the fact that the Mori exhibit would not be accessible to on-site visitors to the library, I worked with Lane library staff to develop online versions of the Adelaide Brown and Iga Mori exhibits using LibGuide software.



**Dr. Iga Mori (毛利伊賀, 1864-1951). Stanford Medical History Center.**

At the prompting of Lane Library's marketing team, I gave a half-hour lecture via Zoom in October 2020 for the Stanford community that put these two exhibits in conversation with each other. This provided an opportunity to consider the way in which the nineteenth-century predecessors to Stanford's School of Medicine were created by an exclusively white male faculty and administration for the benefit of an exclusively white male student body. With that background, there was the opportunity not only to discuss the ways in which Adelaide Brown and Iga Mori illustrated changes to those demographics, but also to consider the ways in which efforts and challenges to expand that change have continued to the present at Stanford Medicine.

This provided an opportunity to consider the way in which the nineteenth-century predecessors to Stanford's School of Medicine were created by an exclusively white male faculty and administration for the benefit of an exclusively white male student body.

With that background, there was the opportunity not only to discuss the ways in which Adelaide Brown and Iga Mori illustrated changes to those demographics, but also to consider the ways in which efforts and challenges to expand that change have continued to the present at Stanford Medicine.

Due to the pandemic, I am not planning on creating a new exhibit for 2021. Instead, the Iga Mori exhibit will remain up following Lane Library's eventual re-opening for a year. Future exhibits might continue this theme of exploring and interpreting the social histories of Stanford Medicine.

*Drew Bourn, PhD, MLIS*  
*Historical Curator*  
*Stanford Medical History Center*  
*dbourn@stanford.edu*

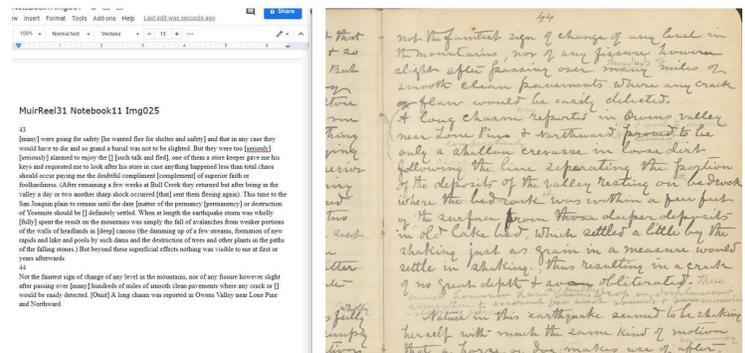
## Virtually Reaching Into the Archives: Internship During COVID-19

My first encounter with University of the Pacific (UOP) a few short months before COVID-19 locked us up and took all the toilet paper feels like a lifetime ago. I met Mike Wurtz inside the California State Library during the Sacramento Archives Crawl. I was eager and anxious to talk to people whose lives and careers I wanted to someday mirror. As kismet would have it, I had read and watched a few documentaries detailing famed naturalist John Muir's famous camping trip with President Roosevelt in 1903 that allows me to today traverse Yosemite, and so Wurtz's UOP table of Muir stuff was on my radar. Walking back through Sacramento after my conversation with Mike, slightly sweaty under my blazer given my introverted nature, I was hopeful that I would be able to take the next step in my education and haul my book knowledge of archival work into the real world of internships. Then COVID-19 hit. Trial by fire, my favorite.

I may not have had the romantic experience people picture in their heads. I was not dressed in tweed with spectacles and loafers, pouring over crinkled old books and the musty smell of memories.

COVID-19 has me in a messy bun, wrinkled t-shirt, and barefoot, sitting at my computer with old KitKat wrappers and a cup of coffee I keep reheating. However, stripped of the ability to physically step foot in Stockton, I delved into the electronic world and still found the essence of why I love working with primary resources to begin with. I found stories. As an English Literature undergrad, stories have always been the best way to learn. I experienced Stockton, a town I had very little knowledge of before, through her stories from different perspectives and times.

I devoured the Delta Women Oral Histories collection that documents women who moved to Stockton from dozens of countries including China and Mexico – some were pleased and others were more reluctant about life in Stockton.



### Snapshot of John Muir journal transcriptions.

I read and transcribed letters in the Japanese-American Internment Collections from Stockton sixth-graders in the camps who discussed their dislike of getting shots and missing their teacher who showed so much compassion and care for them during an unfamiliar time. I watched Zoom interviews in the Emeriti Society Oral History Collection where emeriti proudly detailed their time at UOP. These projects were edifying as each added a layer of complexity to this city I still have yet to see.

What I love about becoming an archivist is something COVID-19 can't change. Although a challenge, I still learned a great deal about archival work and got my trial by fire in the digital world of poor Zoom connection.

However, with Nicole Grady and Mike Wurtz supporting me, it was more a trial by warm coals. Especially considering halfway through the semester I caught COVID-19, ack! They helped provide an array of practical tasks and reading that paired perfectly with the theoretical knowledge I have gained in my Master's program. I am excited to someday find myself in an archive again and have conversations with researchers about what they're passionate about and apply all that I've learned here. Honestly, I'm excited to interact with anyone after all this. My experience was enriching and a lot of fun to boot despite the challenges COVID-19 brought to the table, but the information sciences are more than capable of adapting.

*Sabrina Holecko*

Holt-Atherton Special Collection  
University of the Pacific  
sabrinaholecko@gmail.com

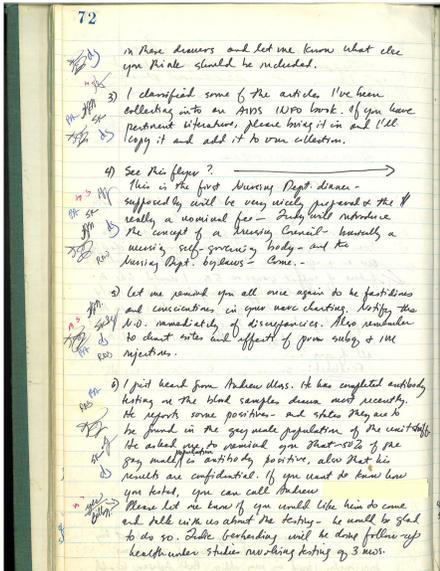
## Archivist's COVID-19 Response

Last spring, City and County of San Francisco employees were deployed to bag groceries at the food bank; direct people in line for COVID-19 tests; and staff isolation and quarantine hotels—all activated as Disaster Service Workers in the city's response to the burgeoning pandemic. Other City staff used their expertise in outreach and communication behind the scenes. Many San Francisco Public Library staff, including several archivists, joined the Public Health Department's contact tracing and case investigation efforts to stop this relentless virus. This is not the first, nor even the second, epidemic that San Francisco has faced.

Information-seeking and sharing skills were easily transferable as we pivoted to our new roles. Tracers interview the close contacts of COVID-19-positive individuals (i.e. cases), with goals of sharing guidance for healthy practices and quarantining, and assisting to set up COVID-19 test appointments. Tracers also check to see what support is needed in order to complete the quarantine period. As a case investigator, I interview individuals who have tested positive for COVID-19. I now wear gumshoes in order to see the bigger picture, tracing the virus' movement and eliciting contacts from cases. The understanding of confidentiality, for archivists and librarians, as well as sensitivity in talking to people, were key in following Health Information and Portability and Accountability Act and California privacy laws, and eliciting trust and confidence from the residents we call.

Although librarians were made stars in the press, team members included City workers from many departments. In fact, some came out of retirement to respond to the second epidemic in their lifetimes.





**Nursing Communication Book entry, Jan. 22, 1985, San Francisco General Hospital AIDS Ward 5B/5A Archives, 1983-2003 (SFH 12), San Francisco History Center, San Francisco Public Library.**

Alison Moed Paolercio is one of those people. I was delighted to work with Moed Paolercio, whose name may be familiar from the candid and uplifting documentary, *5B*. She was the first nurse manager in the first dedicated AIDS unit in the country, at San Francisco General Hospital's Ward 5B. Moed Paolercio was a contributor to the SFGH AIDS Ward 5B/5A Archives, held at SFPL's San Francisco History Center.

The AIDS Ward Archives contains scrapbooks, photo albums, correspondence, minutes, video, and communication books which document the work on the ward to address the AIDS epidemic. The nursing communication book pages demonstrate how information was shared on the ward for later shifts to learn about procedure changes, etc. While that style of communication probably still takes place in a clinical setting, the tracing and investigation work we do today uses the Microsoft Teams platform as a means of communication.

The San Francisco response to the AIDS epidemic is well documented. The influenza epidemic response in 1918-1919 is also well represented in the History Center's holdings. From photographs to patient records to DPH reports, we can trace how the city addressed the needs of its citizens.

The influenza epidemic shares close parallels to COVID-19 due to the similar ways in which the infection spreads and, therefore, in how we approach care and support. The information we collect in COVID-19 interviews today is virtually identical to the information collected in 1918. Similarly we can see that the Red Cross Influenza Relief Station in the Mission district also addressed the needs of food, clothing and masks, transportation, and home care. Both then and now the city saw a need to assist infected and exposed residents in a holistic manner to stem the spread of the virus. I feel fortunate to be in a position to compare what was done 100 years ago with what I am doing today--and to see that the city's response to its most affected neighborhoods also resonates a century later.

RED CROSS RELIEF STATION, DISTRICT NO. 6.  
 REPORT OF GOODS AND MATERIALS RECEIVED FROM  
 OCT. 21st to NOV. 15th, 1918.

---

**DRUGS**

Alcohol	....	112 bottles	3 ea.
Amorphous Oil	....	41 "	2 "
Castor Oil	....	15 "	3 "
Chloride of Iodine	....	25 cases	12 "
Cough Medicine	....	19 bottles	6 "
Octalin (Lubricant)	....	3 cartons	2 "
Debel's Solution	....	55 bottles	12 "
Nonlypne Oil	....	12 "	2 "
Spice Salts	....	12 cartons	8 "
Urease	....	12 "	(12 packs + 1 in.)
Uterine	....	6 bottles	3 ea.
Uterine	....	2 lbs.	
Uterine of Oenophar	....	6 bottles	3 ea.
Vanillin Sprines	....	2 "	
Clinical Thermometers	....	3 "	
Telet Syph	....	3 rolls	
Red Wax	....	2 cases	
Anti-phlogiston	....	2 cases	
Anticoagulant	....	2 "	
Formaldehyde	....	8 ea.	
Sew	....	6 cases (Every)	
Flavored Tea	....	10 bottles	

(In addition to the listed drugs, emergency orders, amounting to \$27.10 have been filled.)

**DISPOSABLES**

Blankets	....	19	
Shirts	....	88	
Woolen Cases	....	52	
Spreads	....	2	
Shirts	....	40	
Dresses	....	4	
Belts	....	3	
Shoes	....	46	
Shoes	....	9	
Shoes	....	9	
Shoes	....	5	
Shoes	....	2	
Shoes	....	2	
Shoes	....	2	
Shoes	....	7	
Shoes	....	2	
Shoes	....	750	
Shoes	....	70	

**Final Report entry, Red Cross Influenza Relief Station, District No. 6 Collection (SFH 631), Nov. 1918, San Francisco History Center, San Francisco Public Library.**

Similarly we can see that the Red Cross Influenza Relief Station in the Mission district also addressed the needs of food, clothing and masks, transportation, and home care. Both then and now the city saw a need to assist infected and exposed residents in a holistic manner to stem the spread of the virus. I feel fortunate to be in a position to compare what was done 100 years ago with what I am doing today--and to see that the city's response to its most affected neighborhoods also resonates a century later.

ORIGINAL  
DEPARTMENT OF PUBLIC HEALTH—CENTRAL OFFICE—SOCIAL SERVICE DIVISION  
PATIENT'S RECORD

Date: 12/23/18 Region No. 36505  
 Address: 911 Vallejo St. S.F. Sex: Male  
 Name in full: Maria Francisca Ramirez Native of: Spain  
 Age: 21 Date of birth: 10/2/97 (Month) (Day) (Year) Name of Mother: Juan  
 Resident of U. S. 3 yrs. Cal. 2 yrs. S. F. 2 yrs. (Civil State) S. M. D. W. Vallejo Ca.  
 Occupation: Housework Wages: \$10.00 Employed: When: Vallejo Ca.  
 Reason for non-employment: None  
 Property: Savings: Church affiliation: Catholic  
 Charities, lodge or union interested: None  
 Father: Balbino Jimenez Native of: Spain  
 Mother: Maria Jimenez Native of: Spain  
 Children's names and ages: 1, Manuel 2 yk.  
 Address relatives or friends, and Telephone: Husband at 911 Vallejo St.  
 Previous diagnosis: Inf. Name of physician: Dr. J. Duration of illness: 10 days  
 Admission: Diagnosis: C. E. Hosp. Admitted: 12/23/18 By: C. E. H. Surgeon  
 Injured: How: Remarks:  
 Investigator: G. A. Buchanan Date: 12/23/18  
 (The following to be filled in at S. F. Hospital) Ward: 0  
 1. Brought to S. F. Hospital: How: C. E. H. From where: C. E. H. Date Admitted: 12/23/18  
 2. Final diagnosis: (principal disease) Bronchitis pneumoniae (complication) How: C. E. H. Discharged: 12/29/18  
 3. In case of Death, state: Cause of death: Duration: yr. mo. da. How: 2 weeks  
 4. Chief: A. How Duration: yr. mo. da. Died (date):  
 Remarks: IN REGISTER BY: A.B.  
Note.—This form to be filled out in full, in triplicate, by person admitting patient to C. E. Hospital, and sent duplicate to be sent with patient to S. F. Hospital in sealed envelope. Application to be filed in C. E. Hospital. From C. E. Hospital, a set data to cover up to onset of "discharge" to be filed in by Recording Patient's Dept., S. F. H. P. Dept. Items 1, 2, 3, and 4 are to be covered from onset of "discharge" to be filled in by interns attending case. Upon discharge of patient, "Original" sheet to be sent to main office completely filled out, where it will be entered and then sent to Registrar for filing.

**Patient's record, Dec. 23, 1918, San Francisco Department of Public Health Records, (SFH 63), San Francisco History Center, San Francisco Public Library.**

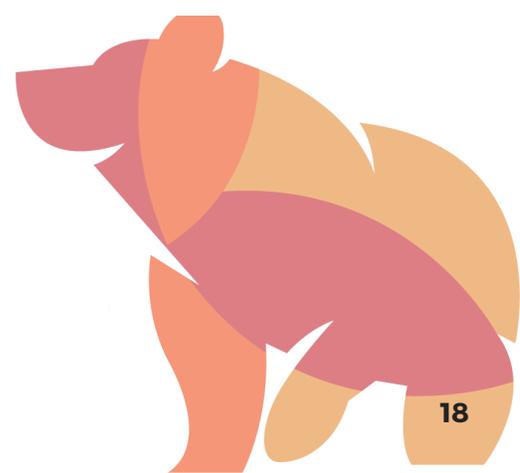
As in 1918, we have been joined by many folks from community-based organizations. In addition to their commitment to help, they bring language capacity and cultural humility—across races and ethnicity; gender identity and sexual orientation; and communities—as well as responsiveness. Lately, I have worked with people from across the state, who began their efforts in regions with high COVID-19 infection rates and few resources. All have taught us humility as well as effective methods.

The pandemic unfolded during national and international protests over police brutality, following the killing of George Floyd. Racial injustice and the continuing loss of Black lives came to the forefront of our awareness, while communities of color were disproportionately impacted by the coronavirus. San Francisco's COVID-19 response included opening pop-up test sites in hard hit neighborhoods and relocating a large, low-barrier test site to the city's southeast sector, which proved effective in reaching high-infection areas. A collaborative testing site in the Mission district has produced an outsized percentage of the city's cases.

This assignment has led me to the desire to better understand our communities' and patrons' needs and concerns, and the hope that I can translate those needs into appropriate action. Likewise, my participation in creating some of the records that document the COVID-19 response affects how I perceive the records of past epidemics and how I imagine life in those times. The papers and researchers await!

With assistance from Timothy T. Wilson.

*Tami J. Suzuki*  
 Municipal Records Archivist  
 San Francisco History Center  
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 tami.suzuki@sfpl.org



## SCA and Technology: A Long Relationship

This month, SCA will hold its 50th Anniversary Annual General Meeting, but it won't be a traditional one. The COVID-19 pandemic and concerns for members' safety means that we will have our first virtual meeting. We have the tools to make this happen and, even more importantly, SCA has a storied tradition of embracing technology.

During our first few years, workshops and sessions at the AGM were all about the basics: arrangement, description, access, reference, etc. If we did talk about tech, it was usually a look back at historic technologies. At the 1978 AGM in Redlands, for example, there was a dinner talk about "Lantern Slides."

By 1980, the AGM featured sessions about what was known as "automation." At the Los Angeles meeting that year one session was titled, "Automated Access to Content of Photographs." Two years later, in San Diego, "Archival Automation" was on the program. An article in the Fall 1984 issue of *American Archivist* spelled out the issues which archivists were dealing with as the world began to change.

"One of the profession's fundamental challenges is the development of fast and precise information retrieval systems to meet basic program goals. Such systems must be able to provide researchers with answers to their questions, document the archives' past progress and future needs, facilitate appraisal, and support other archival functions. All this should occur without impeding other program activities such as acquisitions, conservation, and outreach. Thus, the archivist's success as an information professional is dependent on the quality of the archives' own information system... While such systems have been used widely in business, government, and libraries for several years, archivists have been cautious in adopting automated access systems because of concerns about cost, obsolescence of soft-ware and hardware, incompatibility of systems, and professional disagreements over priorities.

With recent developments in the archival profession and in computer technology, many archivists have begun to study computer software, hardware, and networks as they move to automate their repositories."

SCA took up this challenge by offering workshops, pre-conference programs, and AGM sessions about automation as the 1980s progressed. In 1984 the Long Beach meeting featured an all-encompassing session called "Future Technology," while in Reno attendees could sit in on a program called simply "Automation." The MARC format showed up at the 1986 AGM in Claremont: "Understanding the MARC Format for Archival and Manuscript Control." And we first had a program on "Electronic Records" at the Napa AGM in 1989.

The spring and fall workshops took up the topic of technology starting in 1993, with a program at the Huntington Library called "From Daguerreotypes to Digital Scanners: Managing Photograph Collections." Imaging was the theme of the 1995 workshop, also held at the Huntington. Accommodating tech in our jobs meant facing more than just issues over computer systems. The 1996 spring workshop was called "Digital Dilemmas: Access and Ethnic." And in 2000 both the northern and southern regional workshops were devoted to electronic records. Two years later, SCA published its first electronic version of the *Directory of Archival and Manuscript Repositories in California*.

As the 21st century got underway technology was permanently embedded in our profession and our educational efforts. In 2019, the spring workshop on grant writing was held as a webinar, and at the Long Beach AGM session and workshop topics included born-digital records, shareable metadata, and constructing archival authorities. The 2020 Western Archives Meeting, which was canceled because of the pandemic, would have been equally rich in its programming.

As we get ready to meet at our virtual AGM, we can look back on a long history of making sure our work is as much about the future as it is about the past. And this year's meeting, coinciding with our 50th anniversary, will be one for the history book. Ours.

*Lynn Downey*  
SCA 50th Anniversary Committee  
[clio1954@gmail.com](mailto:clio1954@gmail.com)

## Huntington Library Staff Oral Histories

The Huntington Library has opened for research a collection of oral history interviews with non-managerial staff directly responsible for maintaining the grounds, gardens, and buildings of The Huntington Library, Art Museum, and Gardens. Conducted in the summer of 2019 and early 2020 before the pandemic halted this project, the interviews highlight the experiences of work and lives of non-managerial staff in Facilities and the Botanical Division of The Huntington. One interviewee (Shadi Shihab), though, is now a curator in The Huntington's Botanical Division but began working at The Huntington at the rank of "Temporary Gardener II." The goal was to interview non-managerial staff with at least ten years of experience. Some interviewees had over twenty years of experience, and one interviewee (Ramiro Ramírez Pinedo) an astounding fifty years! The overall purpose of the project was to document the work of persons who have often been under-represented in the records of The Huntington. (The Huntington has never had an institution-wide records management program.)

The interviews grew out of Library outreach begun in 2018 to Huntington staff concerning family history. Dr. José Orozco, professor of Latin American and Mexican history at Whittier College, and Lupe Guzmán, of The Huntington's Human Resources Department, collaborated with this outreach and oral history project, with Dr. Orozco playing a key collaborative role as the lead interviewer for the project. Six staff members from Botanical and one from Facilities agreed to participate in the interviews. Interviewees were given the option of being interviewed either in Spanish or English. The paperwork conformed to the best practices of the Oral History Association and was both in Spanish and English. The interviewees had the right to review the interviews and to excise any portion of the interview that they so wished before it was made public.

The lengthy tenures of the staff who participated in the interviews resulted in important documentation of their vital work at The Huntington during the last quarter of the twentieth century and the first two decades of the twenty-first century.

Interviews covered such topics as the organization and duties of work teams, the specific care of garden plants, and such specific historical events as the response of the Botanical Division to the devastating windstorm of 2011 that wreaked destruction on the grounds of The Huntington. Interviewees also spoke about important individuals who have played a role in the Huntington's gardens and grounds. Ramiro Ramírez Pinedo discussed the training that he received in pruning bonsai from the internationally recognized bonsai master and founding curator of the bonsai collection at The Huntington, Ben Oki (1927-2018). Four interviewees mentioned Friedrich K. Brandt (1935-2018), the German immigrant who was a long-time superintendent in the Botanical Division. Particularly valuable insights came from Technical Gardener John Villarreal of Botanical on the volunteer program that he directs to help maintain The Huntington's famed roses. In addition, the interviewees spoke of critical matters concerning conditions of work, including salary and opportunities for advancement.

The oral histories also documented the often-compelling stories of the interviewees' lives. All seven interviewees have either first-hand experience of or a family history related to immigration and spoke freely of their experiences in this regard. Four of the interviewees were born in Mexico and two were born in the United States to migrant families from Mexico. One interviewee (Shadi Shihab) was born in Israel. The interviewees offered deep personal reflection on migration: the reasons for leaving their county, their pride as migrants, their experiences in coming to California, paths to citizenship, types of work, and continued family ties across borders. In addition, interviewees discussed such interesting and unexpected details as the method for making adobe and a family experience in the civil war that was Mexico's Cristero War (1926-1929). This rich detail establishes these oral histories as a source for studying migrant history.

The names of the staff members who participated in the interviews are: Arturo Arellano, Leonor Jiménez, Manuel “Manny” Moreno, Cruz Pinedo, Shadi Shihab, Ramiro Ramírez Pinedo, and John Villarreal. Their interviews are now part of the institutional archives at The Huntington with the collection record number “HIAOralhist.” Collection records are found both at the [Online Archive of California](#) and the Library’s [OPAC](#). Most importantly, the interviews can be heard on The Huntington section of the [Internet Archive](#).

The Library is deeply grateful to the participants, and The Huntington as a whole owes them thanks. Also, for their collaboration and support, a thank-you is owed to Dr. Orozco and Lupe Guzmán.

*Clay Stalls*

*Curator of California and Hispanic Collections  
Huntington Institutional Archives  
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## Born-digital Processing in a Remote Environment

We would like to highlight UC San Diego Library Special Collections & Archives’ (SC&A) updated born-digital processing workflow. Prior to the COVID-19 pandemic, we were becoming increasingly aware of issues with our workflow. The pandemic exacerbated these issues, so we set out to improve our process and test the new workflow with a recent accession.

Before COVID-19 disrupted our routines, our workflow depended on onsite access to our dedicated digital processing workstation. This created bottlenecks if material from multiple collections needed to be accessioned or processed. Additionally, our workflow tended to be item-level. This contradicted the efficient processing model we strive to employ. It also isn’t sustainable, given the ever-increasing backlog and the growing size of born-digital accessions. SC&A needed something scalable.

In March 2020, COVID-19 threw these workflow issues into sharp relief, and addressing them became more urgent. Unable to work onsite, we lacked all access to the workstation.

Born-digital processing was put on hold until July 2020, when we were able to gain access to our worksite to move some unprocessed files from that workstation’s attached storage to a secure library server. The original workflows remained impractical due to the scalability issue.

With this in mind, we set out to make processing possible without the workstation and to create a more scalable digital processing workflow. We installed the software from the workstation on our laptops, evaluated both new tools and the ones we were already using, and made a test workflow. Then, we selected a recently accessioned batch of digital records to use as our case study: seven CDs from the Office of the Vice Chancellor for Resource Management and Planning records.

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This collection, consisting of 41.2 linear feet of paper, was originally processed in 2001. In 2019, we accessioned seven CDs created during the tenure of a past Vice Chancellor. The discs contained a total of 11.7 GB of material, mostly PDF files, dated from 1993-2006.

While this accession was small enough (and the folder and file titles descriptive enough) that item-level processing of the material was feasible, we knew that this was an excellent opportunity to test our new workflow and tools. Our goal was to process these discs in a way that could be applied to all of our born digital processing, including collections larger and more complex than this one.

Rather than conduct item-level appraisal, we employed Spirion and Bulk Reviewer to detect personally identifiable information and other potentially sensitive information. We took a closer look at files that each program flagged, such as material from folders with titles like “Human Resources” or “Conflict of Interest,” or documents that were flagged due to the possible presence of Social Security numbers. We then weeded or redacted the items as needed, and cleared any false positives.

After completing this review of the material, we turned our attention to description. Was there a way to provide a detailed account of the disc contents with minimal effort? Could we utilize the descriptive information already provided on the discs?

Based on a recommendation from UC colleagues, we used TreeSize to create directory trees for each disc. These could be included in the finding aid so that researchers would be able to request specific files or folders. We customized the reports to include only our desired information: file name and size, number of files and folders, and last modified date. After exporting the reports to an HTML file, we stripped out all clickable links since they only work if you have access to our processing server space. If we had left the links in the HTML, a user would likely think they could access the files directly from the inventory, and be left frustrated upon clicking and receiving an error.

Finally, we described each disc in a Digital Files series in the finding aid. We included general notes for each disc with a link to the disc’s HTML report. These directories provide an item-level inventory of the digital files in the collection.

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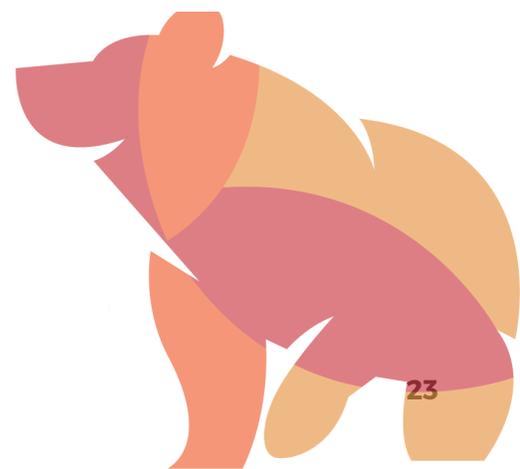
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Users can expand the directory tree manually, and the folder and file names in any expanded sections are all keyword searchable. The finding aid, including these directories, has now been published on OAC and the Library's website.

As we moved through this case study, we continually refined and documented our processes until we arrived at the current version of the workflow. We are excited to have developed this new workflow, and look forward to applying it to make more unprocessed born-digital material available.

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## WHITE PAPERS

### Solving for the Inequity in Accessing Grant Funds

Very few libraries, archives, and museums (LAMs) were prepared for the economic fallout of the COVID-19 pandemic. With traditional incomes streams drying up, LAMs found themselves facing catastrophic financial losses over a protracted period of time. The relief funding made available in 2020 wasn't nearly enough and what was available to LAMs was primarily handed out as grants at the federal, state, and local levels. While some LAM organizations have the staffing capacity and know-how to successfully apply for grant funding, the grant funding apparatus (especially at the federal level) is an inherently inequitable system leaving many small to moderate organizations behind. Seeing the economic devastation, and knowing how overwhelmed many LAM colleagues were (and are) feeling, I partnered with Lucidea to brainstorm ways we can help solve this equity issue.

I began by reviewing our main challenges:

#### Challenge 1: Little to No Expertise

Many LAM organizations don't have the necessary expertise to successfully apply for grant funding. For small to medium shops there's unlikely to be a development department, let alone a position designated for grant writing. This lack of grant acquisition expertise—and/or staff devoted to grant acquisition—means that these organizations are already starting out behind larger institutions with more resources who can more readily apply for and win grant funding.

#### Challenge 2: Lack of Time

For many LAM staff, there's a struggle to carve out time to craft a competitive grant project, find an appropriate grant to apply for, and successfully work through the grant application. Each of these three areas takes time and knowledge gained from previous experience in order to be successful. For organizations new to grants, these requirements can be overwhelming enough to curtail their grant writing attempts.

#### Challenge 3: No Resources that Effectively Solve for Either Challenge

A gap analysis conducted on grant resources shows there are few LAM grant resources available, fewer that are free, and none that go far enough to solve for the equity gap present within the grant application process.

#### What there is and what is lacking:

1. There are many websites where people have listed and linked out to grants; however, none of them are comprehensive to LAMs, provide basic grant specifications up front, or offer drill-down searching.
2. There are proposal examples from federal-level applications, and sometimes at the lower, local level. However, there are no freely available LAM grant templates that teach LAM members how to plug in content to create their own application.
3. There are many silos of resources in one format; such as: blog posts, webinars, or workshops, but no all-inclusive LAM grant toolkit.

Screenshot of the Lucidea Grants Directory



**Image of the cover of *Grants Workbook & Templates***

### **Building a Solution: Part 1**

To solve these challenges, we built a comprehensive LAMs grants directory that allows users to drill-down through funding opportunities and quickly view specifications like: deadline, award range, and project theme. We gathered all of the important information in an “at-a-glance” format in order to support quick and effective decision making—allowing our colleagues to save time by eliminating the need to view each grant website and dig through information provided in a fractured format across multiple locations.

### **Building a Solution: Part 2**

Much of the inequity lies with, and impacts, LAMs that can’t afford grant writing professionals and have little time or ability to write their own grant submissions. To solve this challenge, we crafted a grant workbook designed to guide the reader through each area of the application, outline what content is needed in order to be successful, and inspire with four plug-and-play project frameworks for: digitization, Collections Management Systems, collections assessments, and disaster preparedness.

These resources are free and are intended to support our colleagues in their collection work across libraries, archives, and museums. You can find the directory [here](#), and the workbook [here](#).

### **Conclusion**

By providing LAMs grant opportunity information, grant writing tools, and successful grant project examples, it’s our hope that this resource will close the equity gap in accessing grant funds—especially in a year where access to grant funding can mean the difference between surviving or closing permanently. We realize these resources aren’t perfect and we plan to steadily build on them. In the near future we plan to grow the directory to include local and regional grants and expand the toolkit to include more “how to” resources.

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## SCA BUSINESS

### AGM Update

The Program and Local Arrangements committees are looking forward to hosting SCA's first ever virtual Annual General Meeting April 27-30, 2021. The platform we'll be using is Cvent's Virtual Attendee Hub which will allow us to have access to interactive and pre-recorded sessions and meetings during the days of our AGM. We hope you join us for four days of thought-provoking sessions, a movie night if you're a Nic Cage fan (or even if you're not!), and other opportunities to network and interact with colleagues, co-workers and vendors. In addition to the sessions and meetings hosted on Cvent, we'll have three webinars and two virtual repository tours as part of our pre-conference schedule, all of which will be on the agenda for Monday, April 26.

Hosted by SCA's Education Committee, three pre-conference webinars are being held the morning of Monday, April 26: "Core Concepts of Accessibility in Archives," "Hands-on with Padlet: Creating A Virtual Interactive Space with Archives for Instruction and Beyond," and "What it Means to be Responsible for Climate-Related Records: Creating and Using Climate-Related Archives." Monday will also be the day that you'll be able to participate in virtual tours of the Autry Museum of the American West and the Center for Sacramento History, both of which are scheduled for the afternoon.

Our AGM will commence Tuesday morning with the plenary address given by Mark Matienzo of Stanford University. Mark is the Assistant Director for Digital Strategy and Access, and the Project Director for Lighting the Way, and is the author of a recently completed white paper on contingent labor. Sessions throughout the four days of the AGM will address institutional and professional responses to the current pandemic, preservation technologies and practices, technical aspects of archives such as access and description, and other relevant and timely topics.

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Make sure you make time every morning for SCA's organizational meetings, such as the Leadership meeting where we will provide an opportunity for members to find out more about being a part of SCA's activities by serving on a committee, or take the opportunity to meet new and current members at our New Members Meet & Greet. An important part of the AGM is SCA's annual members meeting where reports from each member of the Board and every committee are presented to SCA's members, and where we will learn the results of the recent election.

While this AGM will be like none other that SCA has had, we know that it will be a great success and we look forward to seeing you all there.

*Leilani Marshall*  
*Program Committee Chair*

*Emily Vigor, Ellen Jarosz and Alex Post*  
*SCA Local Arrangements Co-Chairs*

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# CALENDAR

## SCA - First Friday

- April 2, 2021 (Zoom)
- [Learn more here](#)

## Core Concepts of Accessibility in Archives

- April 26, 2021 (Zoom)
- [Learn more here](#)

## Hands-on with Padlet: Creating A Virtual Interactive Space with Archives for Instruction and Beyond

- April 26, 2021 (Zoom)
- [Learn more here](#)

## What it means to be responsible for climate-related records: Creating and using climate-related archives

- April 26, 2021 (Zoom)
- [Learn more here](#)

## Annual Meeting 2021

- April 27, 2021
- [Learn more here](#)

