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# The Kentucky Archivist

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Volume 33, Number 1

Newsletter of the Kentucky Council on Archives

Spring 2011

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## KCA Administrative Board Members 2010-2011

**Jackie Couture**  
Eastern Kentucky  
University  
President  
(term 2009-2011)

**Valerie Edgeworth**  
Kentucky Department for  
Libraries and Archives  
Vice Chair/Chair Elect  
(term 2010-2012)

**Heather Fox**  
Project Archivist  
(term 2010-2012)

**Louise Jones**  
Kentucky Historical Society  
(term 2010-2011)

**Suelyn Lathrop**  
Western Kentucky  
University  
(term 2010-2012)

**Missy O'Brien, CRM**  
The Data Vault  
Ex Officio Member  
Past Chair

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**Donna Baker**  
Morehead State University  
Treasurer  
(term 2007-2010)

**Jim Cundy**  
Kentucky Department for  
Libraries and Archives  
Newsletter Editor

## Spring Meeting, etc.

Dear Colleagues,  
Welcome back to spring, when the weather warms, the plants bloom, baseball begins, and KCA holds its first meeting of the year. Spring 2011's meeting will be on May 20<sup>th</sup> at the Genealogical Research Library of the Sons of the American Revolution in Louisville. The focus of the meeting will be on More Product Less Process (MPLP), the approach to archival processing proposed by Dennis Meissner and Mark Greene in 2005.

The meeting features Dennis Meissner himself! It will start with Jeff Suchanek and Mark Wetherington, both of the University of Kentucky, discussing the practical and ethical considerations of MPLP. Andrew McGraw, Katie Henningsen, both of the University of Kentucky, and Emily Symonds, of the University of Louisville will present on "Content, Context, and Cost Analysis." Allison Speery and Ida Sell, students at the University of Kentucky, will present on their experiences related to MPLP. Finally, Dennis Meissner will address MPLP as a "good enough" approach for special collections and archives management. Barbara Teague, State Archivist and Records

Administrator and Director of the Public Records Division will also report on activities of the State Historical Records Advisory Board (SHRAB).

The Board will also present a slate of potential officers to be voted on by KCA members. Valerie Edgeworth of the Kentucky Department for Libraries and Archives is the current Vice Chair and will stand for Chair at May's meeting. Sarah-Jane Poindexter, of the Filson Historical Society, is nominated to replace Valerie as Vice Chair/Chair Elect. Caroline Rubens, of Appalshop, will be a candidate to replace Louise Jones as a Board member. Jennie Cole, also from the Filson, is nominated to replace Donna Baker as Treasurer. Anna Powell, Assistant Archivist at the Sisters of Charity of Nazareth, is nominated to take over as Newsletter Editor for a three-year stint. Remaining on the Board are Jackie Couture, who will replace Missy O'Brien as Past Chair, and Board members Heather Fox and Suelyn Lathrop.

KDLA's Beth Shields is working on redesigning KCA's website. She has come up with several possible looks for the new site and Valerie Edgeworth will be presenting them at the spring meeting in Beth's absence.

*[Continued on p. 5]*

# Agenda

**Spring Meeting**  
**Kentucky Council on Archives**  
Friday, May 20, 2011  
Genealogical Research Library  
Sons of the American Revolution  
809 West Main Street  
Louisville  
502-589-1776

- 8:30 – 9:00      **Registration**
- 9:00 – 9:15      **Welcome and Introductions**
- 9:15 – 10:00     **Deconstructing More Product, Less Process as a Processing Methodology:  
Practical and Ethical Considerations**  
Mark Wetherington, University of Kentucky  
Jeff Suchanek, University of Kentucky
- 10:00 – 10:15    Break
- 10:15 – 11:30    **Content, Context and Cost Analysis**  
Andrew McGraw, Project Archivist, University of Kentucky  
Katie Henningsen, Access Archivist, University of Kentucky  
Emily Symonds, Metadata Librarian, University of Louisville
- 11:30 – 1:00     Lunch and Business Meeting
- 1:00 – 1:30      **Student Presentation**  
Allison Sperry, University of Kentucky  
Ida Sell, University of Kentucky
- 1:30 – 2:30      **MPLP: A “Good Enough” Approach to Managing Archives and Special  
Collections**  
Dennis Meissner
- 2:30 – 3:00      **SHRAB Report**  
Barbara Teague, Kentucky Department for Libraries and Archives
- 3:00 – 4:00      **Tour of Sons of the American Revolution Library**

**For meeting registration materials, please see page 3 of this newsletter.**

**For directions to the SAR Library, please see page 4 of this newsletter.**

**KCA Dues Notice  
(January – December 2011)**

KCA dues are based on the calendar year and are \$10 per year. Please fill out this form as if it were a mailing label to you. If your membership is for an organization, please indicate on the name line the person who should receive the newsletter and correspondence. **PLEASE DO NOT USE PERSONAL INFORMATION YOU WOULD NOT WANT ON THE KCA WEBSITE!**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For directory (optional)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**KCA Meeting Registration  
Spring 2011**

Please register by **May 13, 2011**. Registration is \$20 for members *or* \$25 for non-members

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

**SEND DUES/REGISTRATION TO:  
Donna Baker, Head, Special Collections and Archives  
Morehead State University, Camden-Carroll Library  
Morehead, KY 40351**

Make checks payable to: Kentucky Council on Archives

The Kentucky Council on Archives, a professional membership organization, does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability and provides, on request, reasonable accommodation including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities. Persons requiring special accommodation or auxiliary aids must notify a member of the KCA board thirty (30) days prior to a meeting so that the proper arrangements can be made.

## DIRECTIONS TO THE SONS OF THE AMERICAN REVOLUTION LIBRARY

IF TRAVELING I-64 EAST: take Exit 4 toward 9th Street. Turn left on West Market Street. Then, go one block to 8th Street, and turn left. If you are parking on the street or dropping off someone at our front door, go one block and turn left onto West Main Street. Our entrance is three doors down on the right (809 W. Main). If you are planning to park in a pay lot, go two blocks to Washington Street. There are surface parking lots at both 8th and Washington Streets and 9th and Washington Streets. There is also an indoor parking lot behind the Slugger Museum that you may enter from 8th Street, between Market and Main Streets. There is on-street, metered parking, as well, on West Main Street and side streets.

IF TRAVELING I-64 WEST: take Exit 4 toward 9th Street. If you are parking on the street or dropping off someone at our front door, go about two blocks to West Liberty Street and turn left. Go one block and turn left onto 8th Street, then go one block and turn left onto West Main Street. Our entrance is three doors down on the right (809 W. Main). If you are planning to park in a pay lot, go about a block or so from exit ramp and turn left at first opening in median, and then left again onto 9th Street. Go two blocks to where 9th Street ends at Washington Street. There are surface parking lots at both 8th and Washington Streets and 9th and Washington Streets. There is also an indoor parking lot behind the Slugger Museum that you may enter from 8th Street, between Market and Main Streets. There is on-street, metered parking, as well, on West Main Street and side streets.

OR CHECK ONLINE AT

<http://library.sar.org/node/733>

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DO YOU NEED A PLACE TO STAY ON THURSDAY NIGHT?

If so, there are several options...

[http://www.google.com/search?sourceid=navclient&ie=UTF-8&rlz=1T4ADBR\\_enUS262US262&q=hotels+in+louisville%2c+ky](http://www.google.com/search?sourceid=navclient&ie=UTF-8&rlz=1T4ADBR_enUS262US262&q=hotels+in+louisville%2c+ky)

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KCA'S TREASURER:

Donna Baker, Head, Special Collections and University  
Morehead State University  
Camden-Carroll Library  
Morehead, KY 40351

IF YOU HAVE NOT REGISTERED FOR THE KCA LISTSERV, SEE PAGE 11 OF THIS NEWSLETTER.

Western Kentucky University's Suellyn Lathrop is updating the KCA Archives. The finding aid is available on WKU's website at [http://digitalcommons.wku.edu/dlsc\\_mss\\_fin\\_a\\_id/1693/](http://digitalcommons.wku.edu/dlsc_mss_fin_a_id/1693/). Please see the article below for details.

Finally, the Administrative Board is revising KCA's bylaws. The revised bylaws will be sent to KCA members before a vote is called.

Everyone have a wonderful spring and we look forward to seeing you all in Louisville for what promises to be a fascinating and informative program.

## NEWS

### Sister Emma Cecilia Busam Retires

Best wishes to Sister Emma Cecilia Busam! On February 16, 2011, Sister Emma Cecilia retired as archivist of the Diocese of Owensboro. She had been an archivist for twenty-six years and is a valued member of Kentucky's community of archivists. A letter from her to the membership of the Kentucky Council on Archives appears at the end of this newsletter.

For more information about Sister Emma Cecilia and her career, please visit [http://www.ursulinesmsj.org/Archive\\_Stories/s\\_r\\_emma\\_cecilia.php](http://www.ursulinesmsj.org/Archive_Stories/s_r_emma_cecilia.php).

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### Call for KCA Archives Materials

The Kentucky Council on Archives began with a letter writing campaign urging archivists from Kentucky and Tennessee to meet in order to form a professional organization. The meeting took place on September 10, 1976. Thirty-five years later the KCA Archives, housed at WKU is being processed.

KCA needs your help finding the following items, if extant:

- Administrative Board Meeting Minutes 1982-1983; 1987-1988; 1990-1999; 2002; 2004; 2009-present.
- Membership Lists 1987-1989; 1991; 2000; 2002-present.
- Treasurer's Reports 1981-1982; 1984-2000; 2008-present
- Meeting Flyers / Handouts / Meeting Minutes [S= spring, F= fall]
  - 1988 S&F
  - 1989 F
  - 1991-1997 all
  - 1998 F-2001 F
  - 2002-present all

Please bring these and other items you wish to be placed in the KCA Archives to the Spring Meeting.

*Submitted by Suellyn Lathrop*  
[suellyn.lathrop@wku.edu](mailto:suellyn.lathrop@wku.edu)

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### EKU Digitizes Publications

The Eastern Kentucky University Archives, in collaboration with Lyrasis and Internet Archive, has just completed digitizing its entire collection of yearbooks (1896 – 2010). The yearbooks scanned include those from Central University, the founding college on Eastern's campus. This project also included digitizing most of the course catalogs (1920-2011) and other volumes relating to the history of the university, such as the *Alumnus Magazine*, *Three Decades of Progress* and *Five Decades of Progress*. The campus student literary magazines, *Belles Lettres* and *Aurora* were also digitized (1935-1997). All publications are full text searchable and can be found in the

university's institutional repository at  
<http://encompass.eku.edu>.

*Submitted by Jackie Couture*

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### U of L Hires Curator

The University of Louisville will welcome Elizabeth Reilly as its new Curator, Photographic Archives, on May 9, 2011. Ms. Reilly has an undergraduate degree in Photography from UC-Santa Cruz, an MA in Photographic Preservation and Collections Management from Ryerson University in Toronto, and completed an internship at The International Museum of Photography at the George Eastman House. She comes to Louisville from the Chicago History Museum.

*Submitted by Delinda Buie*

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### JCPS Archives Renovates

The Jefferson County Public Schools Archives and Records Center has relocated its offices and part of its storage area within JCPS's C. B. Young, Jr. Service Center Building 6. Its main office and entrance has moved to the center of Building 6 from its previous location just inside the front entrance. Some additional storage space has been added to the Archives.

Visitors should be advised that the C. B. Young complex is under major renovation for an indefinite period and nearby parking is restricted. Information about parking is included in Visiting the Archives at <http://lms.jefferson.k12.ky.us/lms-archives/>. Researchers seeking appointments to visit should call 502-485-3098.

### KDLA News

The Kentucky Department for Libraries and Archives has a new website. Please visit <http://kdla.ky.gov/Pages/default.aspx> to see it.

KDLA's Public Records Division also has a Facebook presence. If you are on Facebook, please like Kentucky Department for Libraries and Archives - Public Records Division or visit [www.facebook.com/kdla.prd](http://www.facebook.com/kdla.prd).

KDLA appeared in the most recent episode of NBC's *Who Do You Think You Are?*, which featured Ashley Judd. Part of the episode was filmed at the Kentucky State Archives, which is the first repository Ms. Judd visits while undertaking her genealogy. Alas, though, KDLA was overshadowed by the Pilgrims...

The episode first aired on April 8<sup>th</sup> and can be seen here: <http://www.nbc.com/who-do-you-think-you-are/>.

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### EDUCATIONAL AND PROFESSIONAL OPPORTUNITIES

*SAA EDUCATION CALENDAR*

<http://www.archivists.org/>

#### On Demand Web Seminars

- Green IS Great: Planning & Developing an Environmentally Friendly Building
- Beginners Guide to Metadata
- Thinking Digital: Practical Session to Help You Get Started
- Privacy and Health Information
- Intro to Web 2.0 in Archives: What You Need to Know in a Nutshell
- Becoming an Archives Consultant: Practical Info & Tips
- Basics of Managing Electronic Records: Getting You Started
- What is EAC-CPF?

- Electronic Records...the next step!

### Face-To-Face or Scheduled Online Programs

Apr 21, 2011

Basic Electronic Records #1146  
Great Northern Hotel  
Helena, MT

Apr 26, 2011 - Apr 27, 2011

Encoded Archival Description #1129  
Wilson Library, University of Minnesota  
Minneapolis, MN

May 2, 2011 - May 3, 2011

Managing Electronic Records in Archives and  
Special Collections #1134  
Nashville, TN

May 2, 2011

Visual Literacy for Photograph Collections  
#1141  
National Archives, Pacific Alaska Region  
Seattle, WA

May 2, 2011 - May 3, 2011

Understanding Photographs: An Introduction to  
Archival Principles & Practices #1153  
Brigham Young University  
Provo, UT

May 9, 2011

**[NEW!]** Introduction to Basic Imaging: How to  
Do a Small Digitization Project #1152  
Library of Virginia  
Richmond, VA

May 9, 2011

**[NEW!]** Introduction to Basic Imaging: How to  
Do a Small Digitization Project #1154  
Library of Virginia  
Richmond, VA

May 12, 2011

**[NEW!]** Archon™...making it work for you!  
Web Seminar

May 17, 2011 - May 18, 2011

**[NEW!]** Emergency Management for Archivists  
#1138  
Arkansas Studies Institute  
Little Rock, AR

May 24, 2011 - May 25, 2011

Implementing DACS in Integrated Content  
Management Systems: Using Archon™ #1150  
Luther College Library  
Decorah, IA

May 27, 2011

An Introduction to Archival Exhibitions #1151  
Claremont Graduate University  
Claremont, CA

Jun 13, 2011

Implementing "More Product, Less Process"  
#1155  
Beaver Island, MI

Jun 16, 2011 - Jun 17, 2011

Arrangement and Description of Manuscript  
Collections #1142  
Loyola University  
Chicago, IL

Jun 16, 2011

**[NEW!]** Train the Trainer: Building a  
Successful Continuing Education Course  
Web Seminar

Jun 20, 2011

Real World Reference: Moving Beyond Theory  
#1158  
Tulane University  
New Orleans, LA

Jun 30, 2011 - Jul 1, 2011  
Encoded Archival Description #1209  
Houghton, MI

Sep 8, 2011 - Sep 9, 2011  
Managing Electronic Records in Archives and  
Special Collections #1203  
Lexington, KY

Sep 16, 2011 - Sep 17, 2011  
Understanding Archives: An Introduction to  
Archival Principles & Practices #1206  
Campbell Center for Historic Preservation  
Studies  
Mount Carroll, IL

Sep 26, 2011 - Sep 27, 2011  
Arrangement and Description of Manuscript  
Collections #1205  
The Austin History Center  
Austin, TX

Oct 3, 2011  
Archives Overview #1207  
Carbondale, IL

Oct 13, 2011 - Oct 14, 2011  
Style Sheets for EAD: Delivering Your Finding  
Aids on the Web #1223  
Pasadena, CA

Oct 14, 2011  
An Introduction to Archival Exhibitions #1202  
Zavala State Archives & Library Building  
Austin, TX

Oct 20, 2011 - Oct 21, 2011  
Rare Books for Archivists #1201  
Loyola University  
Chicago, IL

Nov 4, 2011  
Visual Literacy for Photograph Collections  
#1224  
San Jose, CA

Dec 7, 2011 - Dec 8, 2011  
Rare Books for Archivists #1204  
Briscoe Library  
San Antonio, TX

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### *LYRASIS OPPORTUNITIES*

LYRASIS, formed from the merger of PALINET and SOLINET offers training that is often relevant to the work of archivists, such as that on micrographics or disaster planning. You can see what LYRASIS has to offer by taking a look at their catalog, found at <http://www.lyrasis.org/Classes-and-Events.aspx>.

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### *ARMA CHAPTER HOLDS MONTHLY MEETINGS*

The Frankfort-Bluegrass Chapter of ARMA International meets on a monthly basis. Each meeting features a speaker addressing some topic related to records management or archives. Contact President Nancy Maglothin at [nmaglothin@kemi.com](mailto:nmaglothin@kemi.com) for more information.

The Frankfort-Bluegrass Chapter is not the only ARMA Chapter in Kentucky. There is also a Louisville chapter. Mary Arnold of Wyatt, Tarrant and Combs, is that chapter's President.

ARMA International is the premier professional organization for records managers. This year's annual meeting will be held in San Francisco on November 7-10. For more information, visit <http://www.arma.org/>.



# Historic Information Management At Southeast Community College

Southeast Community College announces the introduction of The Historic Information Management Program. The program consists of separate certificate programs in each of three concentrations: Archival Management, Museum Management, and Records Management. The HIM program is developed to meet the needs of busy adults desiring to further their education while working from home or office.

All classes in the Historic Information Management Certificate Program are available on-line and designed to deliver a fundamental technical grounding in each profession. They are not intended to be a short cut or substitute for undergraduate or graduate professional education in any of these areas. Rather, the courses are designed to specifically aid those individuals who are:

1. Currently employed in one or more areas of Historical Information Management and may not have the resources to pursue undergraduate or graduate training, but still desire to grow in their profession and improve their job skills...
2. Anticipating a professional career in an area of Historic Information Management. These individual can learn about their chosen profession and gain the job skills to work part-time in that field while completing their undergraduate or graduate education...
3. Anticipating a career change or simply want to know more about the professions of archives management, museum management, or records management...

For further information regarding the Historic Information Program please visit <http://www.secc.kctcs.edu/AppalachianCenter/archives/HIM/index.htm> or contact:

Larry LaFollette, Archivist  
Southeast Community College  
(606) 589-3131  
[larry.lafollette@kctcs.edu](mailto:larry.lafollette@kctcs.edu)

Do you have something you want to share with  
the KCA membership?

Come register for the  
**KCA listserv**

Go to  
<http://listserv.ky.gov/read/>

Click  
show more

Under the Name column, find  
kdla-kca

If you have not signed up click  
subscribe

# The Kentucky Archives Month Report

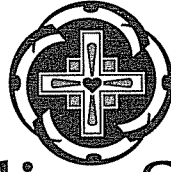
Planning for Kentucky's annual celebration of Archives Month is well underway. The Archives Month Coordinating Committee, under the direction of the Kentucky State Historical Records Advisory Board, met in March to begin preparations for this year's celebration which will be held October 2011. The theme for this year is *Military* in honor Kentucky's rich military history.

The Archives Month Coordinating Committee would like to take this opportunity to thank the Kentucky Council on Archives for its continued support of Kentucky Archives Month and hope that this year's celebration will be our best yet!

The Kentucky Archives Month web address is <http://archivesmonth.ky.gov>. Please check the web site for events that will be held throughout the state in celebration of Kentucky Archives, or use the site to submit your own event. The site also has a Planning Guide to assist you in planning your Archives Month activities. We encourage all Kentucky archival and manuscript repositories to commemorate Archives Month in some way, with an open house, a workshop, a featured speaker, an exhibit, a tour, or any other type of event.

*Submitted by  
Valerie Edgeworth, Chair  
Kentucky Archives Month Coordinating Committee*





# Ursuline Sisters of Mount Saint Joseph

April 10, 2011

Kentucky Council on Archives % Jim Cundy  
Ky. Dept. Libraries & Archives – P.O. Box 357  
Frankfort, KY 40602-0537

To Whom It May Concern:

For your records: Please see that the enclosed reaches the proper person(s). Thank you.

Since 1991 I have been working as our Diocesan Archivist for a stipend in order to bring the holdings of the Diocese of Owensboro up-to-date. It has been a labor of love because I do enjoy the work even as a volunteer. However, I officially retired as archivist on February 16<sup>th</sup> of this year as the enclosed articles indicate. The archives are in good hands.

At the age of 75 all Bishops must submit a resignation to Our Holy Father, however, they may continue on, year by year, if health permit. Our former Bishop John J. McRaith, wanted me to 'stay as long as he was Bishop'. He received an early retirement because of his health. Reverend J. Michael Clark, who became the Administrator until a new Bishop could be appointed, indicated he would like for me to stay until a new Bishop was appointed. Reverend William Francis Medley became our new Bishop on February 10, 2010 and said he didn't want to change anything for a year. Because of my age I feel it only right that someone younger pick up where I left off. The Diocesan archives will be in good hands. It was truly a grateful surprise to have the archives named for me.

If, on your books, my address is "Diocese of Owensboro", please change it to:

Sister Emma Cecilia Busam, OSU  
Ursuline Sisters of Mount Saint Joseph  
8001 Cummings Road  
Maple Mount, Kentucky, 42356.  
e-mail: [emma.busam@maplemount.org](mailto:emma.busam@maplemount.org)  
Phone: 270-229-4103 extension 565. I do want to keep up my membership.

Thank you for your services during the past years. It has been a real pleasure to be a Certified Archivist and help others who may choose archives as their profession. God bless you!

Sincerely,

*Sister Emma Cecilia Busam, OSU, CA*  
Sister Emma Cecilia Busam, OSU - address above