



VIEWS: *The Newsletter of the Visual Materials Section Society of American Archivists*

Volume 18, Number 2

April 2004

DO YOU WANT TO BE A MILLIONAIRE?

Of course you do. But, would you like to be the Visual Materials Section chair instead? The odds of making it are much better.

Seriously, every year we conduct a search for qualified nominees, and it's that time again. As past chair, I'll testify that the rewards far exceed the work required. The position will put you in touch with many of your talented colleagues and keep you informed of developments in the rapidly changing field of visual materials. This is far more educational than taking a ton of classes, and your professional network will expand exponentially. Plus, it's great resume fodder.

In return, all that's required of you is to: produce a few newsletter columns; delegate work to committees, and ride herd on them; chair one annual and one mid-winter meeting; and, find two nominees willing to fill the position after your term passes.

Let's be honest. How many of you are thinking: "If Baty could do this, it must be a piece of cake." If you're interested in this incredible opportunity for professional development, contact Laurie Baty, Past Chair, by e-mail at <lab0254@aol.com> or by phone at (202) 314-1788.

ADVANCED WORKSHOP COMMITTEE Ardys Kozbial <akozbial@gsd.harvard.edu>

I'm back again with my message which is good until June when the Advanced Workshop Committee will be compiling and acting on your ideas for Advanced Workshops that you would attend.

The charge of the Committee, as found on the VM section Web site, is "the task of identifying areas of interest to VM membership and the larger archival world that exceed basic or introductory level information about visual materials, finding appropriate instructors for the topic, coordinating pre-conference and other workshops with SAA Education Office, and tracking the outcome of the offering."

Workshops are set for the 2004 SAA annual meeting, so the committee is planning for the future.

Please send your ideas to me directly or send them to the VisualMat listserv <visualmat@listlink.berkeley.edu>. You'll find

subscription information elsewhere in this issue of *Views*. If you know of speakers who would be good for suggested workshops, send those names along too. I will compile them, share them with the rest of the committee and ask Mark Martin, our Web weaver, to post a comprehensive list on the VM site. Later in the summer the committee will move forward with making some of the workshops real.

This list is current as of March 5, 2004.

Committee members

Stephen Cohen, Yale University
Sean Fisher, Mass. Dept. of Conservation and Recreation
Megan Friedel, Mass. Historical Society
Ardys Kozbial, Harvard Design School
Paula Mangiafico, Duke University

Ideas for Advanced Workshops

1. Identifying Modern Prints. Prints meaning prints that come out of a computer printer rather than photographic prints.
 - 1a. Preserving Modern Prints. The prints described above.
2. Selecting Image Collections for Digitization
3. Color Workshop
4. Nitrate Negatives—care, handling, storage
5. Publish or Perish. How to get published. This was also suggested as a breakfast or lunch get together so maybe not a workshop.
6. Cold Storage Solutions. For nitrate, for color.
7. Recovering Images from Acetate Negatives that Have Undergone Vinegar Syndrome
8. The Basics of Hybrid Reformatting. Combining traditional film duplication services for preservation, and digital imaging for access (and not for preservation).
9. Cleaning and Rehousing Dry Plate Glass Negatives and Lantern Slides. Solutions made simple and cost effective, using volunteers to assist.
10. Systems for Arranging Large Visual Collections OR Systematic Arrangement and Description of Large Negative Collections. The idea here is arranging large

IT'S YOUR LISTSERV! GET ON IT!

VisualMat is a list begun in 1999 as an open forum for topics relating to visual materials collections in archives and as a means of communication among members of the Visual Materials Section and the Visual Materials Cataloging and Access Roundtable of the Society of American Archivists. VisualMat provides a venue for the discussion of all aspects of the management and cataloging of historic visual materials collections, particularly in archival repositories.

To subscribe, send a message from your own email account to <majordomo@listlink.berkeley.edu>

You need no subject line, and the body of the message should just read <subscribe visualmat>

Once you have signed up, messages should be sent to <visualmat@listlink.berkeley.edu>.

collections with either negatives only or both positives and negatives.

11. Cataloging Photographs using online image databases. This workshop would concentrate on standards — both cataloging standards and metadata standards like Dublin Core or VRA Core.

FROM THE CHAIR

Sue Kriegsman <suzanne_kriegsman@harvard.edu>

It's been a busy year so far for the VM Section. Fifteen sessions for the Annual meeting were submitted to the Section for endorsement and the Program Committee accepted 8 of those sessions:

- All for one and one for all? Cataloging all kinds of collections in one system
- Copyright in Visual Materials
- Current Research
- From Digital Projects to Programs: Building Sustainability Through Collaboration
- Managing Architecture and Design Records In Electronic Formats
- MIC: Moving Image Collections, a Model for Collaboration
- Preservation Policies for Digital Resources Scandal in the Exhibit Hall: Gay/Lesbian/Bisexual History Exhibits (and the People Who Love Them)

In addition to having many wonderful VM-related sessions at the August conference, the VM Section business meeting also should prove to be informative. Sally Pierce, Curator of Prints and Photographs at the Boston Athenæum, will be speaking about Boston history as seen through prints. We will also be voting on revisions to the Section bylaws and a new Chair-elect.

CHAIR ELECT

Mark E. Martin <mmarti3@lsu.edu>

It's been a busy and exciting year for the Section so far. [*Didn't I just read that somewhere else?—Ed.*] Seventeen VM members chose to come to Boston, in what turned out to be record-breaking cold, to help shape the future of the Section. We were a diverse group that spent all of our meeting time on task, thanks in large part to Sue Kriegsman's able leadership. Of course, we also enjoyed excellent meals together, had moments of great hilarity, and took the opportunity to meet each other on a personal level. I thank all those who attended for making the Mid-winter meeting another success. But don't take my word for the success of the Mid-winter meeting in Boston. Take a look at the anonymous survey results (<http://www.lib.lsu.edu/SAA/2004sur.html>) to see how 15 of 17 attendees felt.

Over the next few months the Section will be working on completing indexing for *Views*, reorganizing the administrative structure of the Section, and keeping a hand in with Council to keep tabs on things affecting our work. I'm sure we'll have a great deal to discuss at the Annual meeting in Boston, if not before.

FROM YOUR EDITOR

Laurie A. Baty <lab0254@aol.com>

We have some changes coming to *Views*, starting with the current issue. As many of you know, I've been editing this "rag" since 1988. Bruce Johnson was my assistant editor for most of that time. He retired about six months ago and recently wrote to say retirement was so much fun, he had to stop being my assistant editor. Thank you, Bruce, for untold hours of correcting many, many errors. In addition, while I love editing *Views*, other work-related responsibilities have increased to the point that I need help.

Those in attendance at the Mid-winter meeting devoted a lot of time talking about *Views* and what it should be, who should work on it, and what was going to happen with the coming of an electronic-only publication—which will happen with the next issue.

For the time being (but also beginning to think about secession planning) I was asked to remain editor. Liz Ruth from Harvard University has stepped forward as an interim assistant editor.

We also talked about having assistant editors for various regular features: monitoring grants available and awarded, committee reports, new articles and calls for papers, exhibitions (What's Up), books (In Print), and gossip (Artful Dodging) being the major columns identified by the group as needing assistant editors. The group agreed that all volunteers needed to agree to a two-year commitment to *Views*. Liz Ruth has agreed to handle the books and Shawn Waldron volunteered for exhibitions. If you have any exhibition or publication information to be published, please contact them directly (contact information is included in the appropriate column).

If you would like to work on *Views* on a regular basis, please contact Sue Kriegsman <suzanne_kriegsman@harvard.edu>.

VISUAL MATERIALS CATALOGING AND ACCESS ROUNDTABLE

Mark E. Martin, Chair <mmarti3@lsu.edu>

SAA HQ has requested a brief description of what we do at our meeting and our preferred meeting time. After discussing the time with Ardys Kozbial, current Chair, Architectural Records Roundtable (ARR), we decided to have VMCAR meet at 8 a.m. in 2004 so that our roundtable meeting would not conflict with that of the ARR.

We have also suggested that roundtable meeting times swap out from conference to conference. That is, in 2004 we meet at 8 a.m., in 2005 we meet at 6 p.m., in 2006 we meet at 8 a.m., and so on. That, however, is a decision to be made by SAA HQ, which decision had yet been reached by press time. We will keep membership informed when there is something is known regarding this topic.

STANDARDS COMMITTEE UPDATE

Marcy Flynn, <silverim@mindspring.com>

There is a new white paper from NISO titled *Patents and Open Standards* that discusses standards and policies for standards development organizations. It is available at:

<www.niso.org/press/whitepapers/Patents_Caplan.pdf>. This paper reviews patent basics and standards' organizations' policies, particularly open standards.

NISO also requested SAA Standards Committee involvement in updating the *RFP Writer's Guide to Standards for Library Systems*, originally published in 2002.

ARMA standards that are in development are available for review at: <www.arma.org/standards/standards_progress.cfm>. These include *Conversion and Migration Criteria in Records Keeping Systems*, *Filing Guideline (Comprehensive)*, *Glossary of Records and Information Management Terms*, *Guideline for the Evaluation and Selection of an Off-Site Records and Information Storage and Services Provider*, and others.

NARA has created several tactical white papers supporting its Strategic Directions for Federal Records Management, on the Web at: <www.archives.gov/records_management/initiatives/white_papers.html>. NARA's Electronic Records Archives (ERA) plan and design has been recently placed online. Responding strategically, ERA plans to authentically preserve and provide access to any kind of electronic record, free from dependency on any specific hardware or software, enabling NARA to carry out its mission. For information about ERA, see <www.archives.gov/electronic_records_archives/>.

AIIM has several micrographics ballots under consideration, regarding protocol as well as specifics about using micrographics for newspapers and serials. For further information about these ballots, please contact me.

SHARE YOUR INSTITUTIONAL PUBLICATIONS AT THE ANNUAL SECTION MEETING!

Has your organization produced any new publications recently? Exhibit them at the Visual Materials Section Book Fair at the SAA conference in Boston this August.

The VM Section will be hosting a book fair during the section meeting and office hours at the conference. The fair is a wonderful opportunity for section members to see what others who work with visual materials are doing, exhibiting, and producing. It's also a way for contributors to show off their publications to an appreciative audience; a bibliography handout will include a description of each publication as well as contact information for those who would like to purchase a copy.

All visual materials related publications are welcome and will be returned immediately after the fair. If you would like to submit a publication to the VM Section Book Fair or if you have questions, please contact Megan Friedel at <mfriedel@masshist.org>.

PROGRAMS

Miriam Meislik <miriam@pitt.edu>

The Mid-winter meeting generated many interesting ideas for sessions for the 2005 annual meeting. Among the session concepts currently being investigated are: Identifying Visual Materials for Non Visual Materials Archivists; Planning, Budgeting, and Processing for Visual Materials; Managing Open and Growing Collections; Marc vs EAD: Decision-Making Tree for Descriptive Standards; Identification of Damaged Materials.

None of these are final ideas and hopefully all will continue to be investigated as potential sessions. Even though we do have many good ideas in the hopper, we still need to think of other session possibilities. The Section continues to be a leader with solidly written and well-thought-out session proposals. The last two years has seen no fewer than 12-14 proposals each year. This is a nice trend to maintain. Even though we know not all of these sessions will be approved for the next Annual meeting, it is always helpful to have fully fleshed out ideas to call upon that can be turned into special topics sessions or ideas for advanced workshops.

The Section membership has been doing a wonderful job of coming up with new and interesting sessions. If you have a session idea please contact me by e-mail.

WEB SITE REPORT

Mark E. Martin <mmarti3@lsu.edu>

The Section Web site <www.lib.lsu.edu/SAA/VMhome.html> has been updated with the latest information from the Mid-winter meeting. Be sure to check out the minutes, the updated Three-year Plan, and all the other information on the pages.

As a result of the Mid-winter meeting, we will be looking at our Web site with an eye to making it more useful. If anyone has ideas, suggestions, or comments on that topic please be sure to contact the Web Weaver <mmarti3@lsu.edu>.

At the Mid-winter meeting we also discussed dividing Web upkeep responsibilities to the various working groups within the Section. Doing so will allow the Web Weaver, current and future, to concentrate on maintaining the site's structure rather than both structure and content. As attendees at the Mid-winter meeting stated, being involved in the Section is a good thing; this slight change in how we keep the Web site will allow more members to take an active roll. My advance thanks for all those who are now, and will be in the future, taking part in this most visible means of Section outreach.

THREE-YEAR PLAN, 2004-2007

I. Core Activities

A. Reorganize Section as described in 2003 Mid-winter meeting: Create three primary committees

1. Administration to handle Bylaws, Three-year Plan, Annual meeting, Mid-winter meeting, elections and nominating
2. Publishing to handle newsletter, Web site, bibliography
3. Outreach to handle standards, educational programs, advanced workshops

B. Newsletter: *Views*

1. Move to online format [contingent upon SAA HQ approval]
2. Complete indexing of back issues
3. Establish ongoing indexing of each issue as published
4. Expand membership involvement in production of *Views*

C. Annual Meeting

1. Continue offering a program or speaker at the VM Section meeting
2. Continue inviting members to bring new publications to put on display
3. Prepare session proposals prior to meeting

D. Web site

1. Continue new Web site development in conjunction with VMCAR
2. Annually review issues related to the move of the Web site to the SAA domain
3. Position the Web site to be a frequently used resource for the Section
 - a. Internship information
 - b. Case studies
 - c. Classes or workshops
 - d. FAQ about visual materials
4. Expand working groups responsible for different sections of the site
5. Encourage VM members to link their own organization Web site to the VM site

E. Listserv

1. Utilize the listserv to discuss session ideas prior to the annual meeting
2. Encourage list members to post questions and new information

II. Special Projects / New Initiatives

- A. Continue T-shirt sales at the Annual meeting contingent upon SAA Council suggestions regarding fund raising
- B. Develop visual materials related workshops in conjunction with SAA to be held at the Annual meeting and as part of overall SAA Continuing education program throughout the year
- C. Outreach to Section membership to become involved in the Section activities via:
 1. Newsletter
 2. Web site
 3. Publications
 4. Sessions for the annual meeting.

D. Offer mid-year meeting no later than March 2005

III. Publications

- A. Continue to review visual-materials related publications and publish them in *Views*
- B. Include publications reviewed in *Views* in the Photographic Archivists Bibliography
- C. Expand bibliography to include printmaking, architectural drawings, and plans
- D. Solicit for new publications on visual issues—not necessarily book length
- E. Investigate methods for establishing Web-based, peer-reviewed, visual materials journal

and be prepared to vote on the revisions at the annual Section meeting. The current Bylaws from 1990 will be found on the VM Section Web site <www.lib.lsu.edu/SAA/bylaws.html>. If you have any questions or comments on the revisions please contact Sue Kriegsman prior to May 1, 2004.

Bylaws, Visual Materials Section, Society of American Archivists

Originally adopted August 31, 1990
Seattle, Washington

DRAFT Proposed Revision

January 10, 2004

Boston, Massachusetts

[**Note:** At the time this document was revised there were 3 Section Committees: administration, publishing, outreach. Each Committee has a series of Working Groups under each one.]

Article 1. Name.

The name of this Section shall be the Visual Materials Section of the Society of American Archivists (SAA), hereinafter referred to as the Section.

Article 2. Objective.

To promote greater communication among visual materials archivists and to represent and promote appropriate care, management, and use of visual materials collections to the greater archival community through annual meetings and publications, including a newsletter reporting on the Section's activities and other matters related to visual materials collections.

Article 3. Membership.

Membership is open to any member of the Society of American Archivists who elects to join.

Article 4. Officers.

A. The Section shall be guided by a Chair and a Chair-elect.

B. Terms of Office.

1. The Chair and Chair-elect shall serve a term of one year each.
2. The Chair may not be elected to serve as Chair-elect in the year immediately following his/her term of office.
3. The Chair and Chair-elect shall assume office at the close of the annual Section meeting in which they are elected, and shall serve until their successors have taken office.

C. Nomination and Election.

1. Nomination
 - a. The Elections Committee shall call for nominations for Chair-elect on the VisualMat listserv and the second newsletter of each year.
 - b. Only individuals who have consented to nomination may be listed on the slate of candidates.
2. Election.
 - a. The Elections Working Group shall prepare a ballot for distribution at least 2 months preceding the annual Section meeting and for distribution at the meeting. This ballot shall include provision for a write-in candidate.

BYLAWS

The participants at the Mid-winter meeting worked to revise the Section Bylaws. The Section originally approved the Bylaws in August 1990. According to the Bylaws, "Changes to the Bylaws shall be determined by a plurality of members voting at the annual meeting." Please take some time to review the proposed revised Bylaws (printed here)

- b. The Elections Committee shall collect, validate, and count all ballots and report the results of any election at the annual Section meeting and in the newsletter following the election.
- c. Ballots may be submitted by mail or at the annual Section meeting.
- 3. Vacancies in Office.
 - a. Chair. In the case of vacancy in the office of Chair, the Chair-elect shall assume the office and duties of Chair.
 - b. Chair-elect. In the case of vacancy in the office of Chair-elect, the office shall remain vacant until the next annual Section meeting, at which time a new Chair and Chair-elect shall be elected. The Chair shall assume the duties of Chair-elect in the interim, although the Chair may ask a member of the Section to assist in fulfilling the duties of Chair-elect.
- D. Duties of the Officers.
 - 1. Chair. The Chair shall preside over Section meetings, and with the advice and assistance of the Chair-elect and Committee and Working Group Chairs, shall direct the Section's activities. The Chair appoints Committee Chairs, Working Group Chairs, and Liaisons; submits the final Three-Year Plan and summary to SAA Council after receiving a draft from the Three-Year Plan Working Group chaired by the Chair-elect; submits budget requests to SAA Council; and turns over the records of his/her administration to the Chair-elect.
 - 2. Chair-elect. The Chair-elect shall advise and assist the Chair in conducting the Section's business. In the absence of the Chair, the Chair-elect assumes the duties of Chair. The Chair-elect will chair the Three-Year Plan Committee and submit a draft plan to the Chair for approval and submission to SAA Council.

Article 5. Business.

- A. Meeting times. The Section shall meet once a year at the time of the Annual meeting of the Society of American Archivists. The time of and agenda for this meeting shall be announced in the newsletter immediately preceding the meeting.
- B. Other meetings. Additional Section meetings may be scheduled at the call of the Chair. Such meetings shall be announced on the VisualMat listserv and in the newsletter preceding the meeting.
 - 1. A report of a meeting called by the Chair must be published in the newsletter immediately following the meeting and posted on the Section web site.
 - 2. Decisions proposed during any meeting called by the Chair must be published in the newsletter immediately following the meeting, posted on the Section web site, and approved by the membership at large during the Annual meeting by a plurality of members voting at the annual meeting.
- C. Voting. All policy decisions shall be determined by a plurality of members voting at the Annual meeting.

Article 6. Committees and Working Groups.

- A. Elections Working Group.
 - 1. The Elections Working Group shall consist of the two most recent, available, past Chairs. Members of the Working Group shall serve for no more than two consecutive years. Members of the Working Group may not nominate themselves or each other for office.
 - 2. The Working Group shall prepare a slate of candidates for election reflecting the diversity of the Section's membership, especially in terms of location, size, and type of employing institution. The Working Group shall request of nominees consent to candidacy and a brief biographical and position statement for publication in the newsletter immediately preceding the annual Section meeting.
- B. Newsletter Working Group.
 - 1. The newsletter Editor is the Chair of the Working Group as appointed by the Section Chair. The Editor may appoint Assistant Editors from among the Section members. Prior to publication, the newsletter shall be prepared and reviewed by the Editor and Assistants and forwarded to the Section Chair for approval.
 - 2. The newsletter shall be published in compliance with the SAA Guidelines for Section and Roundtables.
- C. Committees and Working Groups. The Chair may appoint or dissolve other Committees and Working Groups as needed. Each Committee and Working Group shall have a written charge and a specified period of service. Committees shall report on their activities at the annual Section meeting or in the newsletter prior to the annual Section meeting.
 - 1. The Section will be structured with a few broad categories of Committees.
 - 2. Committees will have specific project Working Groups within them.

Article 7. Policy for Revision of Bylaws.

Bylaws shall be reviewed every 4 years by the Chair, Chair-elect, Committee and Working Group members. All proposed changes to the bylaws shall be published in the newsletter and posted on the Section web site prior to the annual meeting. Changes shall be determined by a plurality of members voting at the Annual meeting.

Article 8. Parliamentary Authority.

Roberts Rules of Order, latest edition, shall govern the proceedings of the Section, except as otherwise provided for in the Bylaws of the Section, or in the constitution, bylaws, or other special rules of the Society of American Archivists.

VM SECTION MID-WINTER MEETING

The 2nd Annual VM Section Mid-winter meeting was held in Boston January 9-10, 2004. Seventeen people participated in the two-day planning session and it was a great success. **The notes from the meeting include the names of people who will be working on specific projects. If you would like to contribute to one of the projects please contact one of the people listed or Sue Kriegsman.** Section participation is *not* restricted to people who attend the annual or mid-winter meetings; everyone is encouraged to participate.

Several questions were raised at the meeting and brought to Council during their February meeting by the VM Council liaison Joel Wurl. Here are the two issues that will have the greatest impact on the Section:

1. The VM Section was concerned about the future of voting by paper ballot in the mail if the newsletter is only published in electronic format. Council: for 2004, ballots will remain mailed in paper format to Section members. SAA is looking into on-line balloting for the future.

2. The VM Section currently raises money by selling T-shirts to offset the cost of printing and mailing a multi-page newsletter. The concern was what will happen to the funds when the newsletter is in electronic format. Council: This will be an on-going discussion within the SAA-wide context of non-dues revenue, with the anticipation that the VM Section will be encouraged to continue this fundraising project and be able to use proceeds for its benefit in other ways. SAA will look further into the financial and accounting implications for the Section and organization.

**Society of American Archivists Visual Materials Section
Mid-winter Meeting 2004
Boston, MA
January 9-10, 2004
Meeting Notes**

The Attendees

Laurie Baty, <lab0254@aol.com>, United States Holocaust Memorial Museum

Stephen Cohen, <stephen.e.cohen@yale.edu> Yale University
Douglas Doe, <ddoe@risd.edu>, Rhode Island School of Design

Ellen Doon, <Ellen.doon@yale.edu>, Beinecke Rare Book and Manuscript Library, Yale University

James Eason, <jeason@library.berkeley.edu>, University of California, Berkeley

Sean Fisher, <sean.fisher@state.ma.us>, Mass. Department of Conservation & Recreation

Megan Friedel, <mfriedel@masshist.org>, Mass. Historical Society

Ardys Kozbial, <akozbial@gsd.harvard.edu>, Harvard Design School

Sue Kriegsman, <suzanne_kriegsman@harvard.edu>, Harvard University Library, Office for Information Systems

Martha Mahard, <mahard@fas.harvard.edu>, Harvard University, Fine Arts Library

Mark Martin, <mmarti3@lsu.edu>, Louisiana State University

Robin McElheny, <robin_mcelheny@harvard.edu>, Harvard University Archives

Joy McNally, <joy.s.mcnally@enc.edu>, Simmons College MLIS student and Eastern Nazarene College Archives

Miriam Meislik, <Miriam@pitt.edu>, University of Pittsburgh

Liz Ruth-Abramian, <Liz_Ruth@harvard.edu>, Harvard Real Estate Services, Property Information Resource Center

John Slate, <jslate@ci.dallas.tx.us>, Dallas Municipal Archives, City of Dallas, Texas
Shawn Waldron, <Shawn_waldron@condenast.com>, Conde Nast Archive

The Meeting Discussions

Standards—have descriptive standards on the VM Web site

Organization of the VM Section

There are currently nine committees within the Section:

- Advanced workshop
- Bibliography
- Elections and nominating
- Newsletter
- Web site
- Programs (Annual meeting sessions)
- Publications
- Three-year plan
- Web site images, policies, and guidelines

There was a proposal to revise the organization of the Section with only three primary committees and the other tasks falling under them as working groups.

1. Administration

- Bylaws
- Three-year plan
- Annual meeting
- Elections and nominating

2. Publishing

- Newsletter
- Web site
- Bibliography

3. Outreach [**N.B.:** probably needs a different name: Programs? Professional Support? Collegial Enrichment? Topical Focus Groups and Programs? Should be able to accommodate such things as Standards, Preservation, Digital Issues, etc., if members initiate such topic-based activities.]
- Standards
 - Educational programs
 - Advanced workshops

Advanced workshops—Ardys, Sean, Stephen, Megan

- Preservation of color photographs
- Prints
- Selection for digitization
- Digitization image projects
- Preservation
 - freezing photographs – current practices
 - nitrate storage and laws
 - working with vendors and acquiring supplies
- Approach regional meeting about hosting workshops
- 2005 Western regional meeting – James
- Education resources that will meet basic needs will be compiled – Sean and Martha
- Current programs such as NEDCC, AMIA (not formal masters programs)
- Check the archivists daybook kept by Lee Miller at Tulane <southwestarchivists.org/HTML/Daybook.htm>
- VRA – Visual Resources Association
- MCN – Museum Computer Network
- CHIN - Canadian Heritage information Network <www.chin.gc.ca/>

The group didn't feel there is a current need to offer additional basic training in addition to the programs that already exist at this time.

Request that the SAA office keep the Section more informed about visual materials related offerings—Sue

Publications

There was a discussion about possibly starting a peer-reviewed journal or publication so there would be a forum for academic VM archivists to submit articles that might help toward tenure as well as create a focused, ongoing, body of work. The discussion and decision then turned to adding peer-reviewed publications to the Bibliography. The Section is probably too small to take on the responsibility of its own juried journal at this time.

☞ Work on a "basic visual materials reader" will begin after April 2004—Laurie

It will be a publication of favorite and classic articles that have already been published. It will not include works about digital materials.

An announcement will go out to *Views* and VisualMat asking for article suggestions. This will be a publication from the Section and presented to the Publications Board.

☞ Web site

The Web site will try to be more content oriented over the next few years as well as reflect the new organization of the working groups.

The Web site organization will be reviewed and revised—Mark and Martha

Spreading around the work:

In order to alleviate some pressure off of the Web Weaver, each person who submits information to the VM Web site will be responsible for formatting the material in HTML before submitting it to the Web Weaver. Contact the Section Chair or Web Weaver if assistance is needed in creating HTML documents.

Volunteers from the Section will be asked to review new content before it is posted to the Section Web site. Doing so will relieve the Web Weaver of the responsibility for editing material as well as site design, function, and format—Ellen, Laurie, Stephen

This same group will assist in finding subject experts, as necessary, to review new content as it is submitted to the Web site.

If material needs specialty reviewers, then the material will be posted to the Web site but not linked to any other content until after the review.

This will help to disseminate information for reviewers and still keep a master copy of the material.

A counter will be added on to the Section Web site to track the site usage—Mark

SAA is still offering to host Section and Roundtable Web sites if they will follow the SAA style sheets. Although there are pros and cons to moving the site, at this point the VM Section has decided to continue to host its site on a member's server (currently at Louisiana State University and handled by Mark Martin).

☞ Images will be posted to the site each year from the city in which the next Annual meeting will be held—Joy and Andrea Still

A project will begin to have a gallery of past VM T-shirts on the site—Miriam and Laurie

Work toward having the site be ADA and "Bobby" compliant—see <bobby.watchfire.com/bobby/html/en/index.jsp>

☞ Newsletter

Indexing:

Nancy Dosch continues to head up the *Views* indexing project. There are a few issues which still need indexing and volunteers were sought:

Vol. 6, Issue 1—Shawn

Vol. 5, Issues 1, 2, 3—Shawn

Vol. 15, Issues 1, 2, 3—Martha

If Vol 17 hasn't been done, Shawn will do it as well [Nancy informed me Vol. 17 is done—Sue]

Beginning with Volume 18, the *Views* editor will do the indexing as issues are completed—Laurie

Once all of the issue indexes are complete, the next phase of the project is to clean up and consolidate the index. Nancy will be asked if she would like to head up this next step of the project or if she would like to have someone else manage it. [I emailed with Nancy and she is interested in completing the indexing project and then continuing on to manage the next phase of consolidating and cleaning up the index—Sue 1/20/2004]

When it is compiled, reviewed, and edited, the cumulative index will be posted as a PDF file.

Assistance

A new copy editor for *Views* is needed immediately. An announcement will be posted to VisualMat asking for volunteers to take on the commitment for a minimum of 2 years—Sue and Laurie [Liz Ruth has volunteered to do this—Laurie 3/1/2004]

The Editorial Policy guidelines were revised and will be posted to the Web site—Mark will post

The volunteer core for *Views* needs to be expanded

Prepare for a new editor in the future

Have assistant editors responsible for specific content
monitor grants available and received

committee reports

new articles and call for papers

exhibitions—Shawn

book reviews—Liz

artful dodging (gossip)

Post a call for volunteers (with a 2 year minimum commitment) to VisualMat and then meet with people during VM office hours at the Annual meeting—Laurie and Sue

When the call for *Views* volunteers is posted to VisualMat, also ask for Web site volunteers.

Ask sessions that were endorsed by the section, but turned down by the SAA program committee to submit an article to *Views* on the topic—Robin

Bibliography

Richard Pearce-Moses, with the help of John Slate, worked on the bibliography that is currently posted on the VM site. Richard and John have turned over the bibliography to the Section and new work will begin on it this year—John and Doug

New subject areas

- digital photography
- regional and state reference works
- women in photography
- cultural and ethnic groups in photography

Add links to sections with on-line text

Tools section

"Top 10" reference books to have in a collection

Identifying print techniques

Disaster recovery for photos

Include peer-reviewed journals as a separate section

On the Three-year Plan, expand the bibliography section to include non-photo information

- printmaking
- plans
- architectural drawings

In the future, this bibliography should probably be moved to a database format.

Updates to the bibliography will be made annually.

Ballot

If *Views* moves to electronic format as scheduled this year, a new balloting process will have to be introduced or a June paper mailing for the ballot will have to continue. Currently ballots are mailed only to VM Section members and when they are returned, they are verified by the original label on the back. There are currently no check measures in place for an on-line ballot unless it's hosted on the SAA site and only accessible by VM members using their member number.

Annual Meeting Speaker

Everyone was interested in continuing to have a speaker at the annual Section meeting. Several suggestions were made and a speaker will be contacted—Sue

Visual Materials Section Tour

During the 2003 SAA Annual Conference a tour that was focused for visual materials archivists was arranged. A tour for 2004 will try to be arranged as well.

Boston Public Library was the first choice—Sean
Museum of Fine Arts was the second choice

The SAA Host Committee is organizing local repositories to host an "open house." Several sites of VM specific interest were suggested.

There is limited time left before the open house information has to be in to the SAA office for the preliminary proposal but a best effort will be made to contact these organizations.

- Bostonian Society
- Boston Public Library
- Massachusetts Historical Society
- Boston Athenaeum
- Olmstead National Park
- Longfellow National Park/House
- Fidelity
- Polaroid
- Museum of Fine Arts (Southworth and Hawes Collection)
- JFK Museum

Book fair

The 2003 book fair at the VM Annual meeting was a success and will be continued again for 2004—Megan and Ellen

VM at the annual meeting

There was some discussion that the Annual meeting might not offer enough opportunities for "junior" members of the profession to share their knowledge, projects, and work with the community. For the 2004 annual meeting, the VM Section is having an "archivists on parade" session where members will be given a few minutes each to share information about a project. If this is a success it could be continued in the future, possibly at an off-site location during the Annual meeting to keep the SAA costs down—Martha and Sue

VMCAR

The Visual Materials Cataloging and Access Roundtable is a forum to discuss descriptive standards. The group is informal but there was a request to make it a little more focused and constructive.

Try to increase communication with the Descriptive Standards Section

Include more information in *Views* about descriptive standards

Work to increase sessions at regional archives meetings about visual materials descriptive standards.

If sessions on visual materials descriptive standards are held at regional meetings

Request an article for *Views*

Encourage the session to go to the SAA annual meeting

Finances

The VM Section has been selling T-shirts at the Annual meeting for many years. Any profit (usually about \$50-\$75) was given to SAA to help offset the cost of extra pages for *Views* as well as the June mailing of the ballot. If *Views* is only distributed electronically, what can be done with T-shirt funds?

Return funds to help with the up-front costs of T-shirts for the following year

Help offset costs of the VM "reader" idea that was proposed

Help defray cost for image permissions

Help develop workshops

Workshop in a box

Online training

Could there be additional fundraising to start a scholarship fund?

If there is a free VM Section tour ask for a \$5 donation?

If the June ballot will continue to be a paper mailing, should the T-shirt money offset that cost?

Joked about compiling a cookbook of food served at the VM mid-winter meetings titled "A Visual Feast"

Sessions at the Annual Meeting

The 2003 VM Section meeting was not used to discuss session ideas for the following meeting. Instead, the VisualMat listserv was utilized for discussion and ideas. A record number of 15 sessions were submitted to the Section for endorsement and 8 of those sessions were accepted for the SAA 2004 meeting. As a result, the Section will continue to use the listserv for session ideas and discussions. Some ideas were submitted during the Mid-winter meeting:

Ask endorsed sessions that were turned down for 2004 to revise and re-submit the sessions.

Appraisal—Identifying visual materials for non visual material archivists—Stephen

appraising modern collections

Planning, budgeting, processing for visual materials— John arrangement and description

Managing open and growing collections—Joy

MARC vs. EAD—decision-making tree for descriptive standards—Laurie and James

visual materials, manuscript materials, digital data structure and content standards

Identification of damaged materials—John

a “what to do” item level for damaged materials work with the Preservation Section

Related organizations: National Film Preservation Foundation, National Television and Video Preservation Foundation, AMIA—Janice Simpson, AMIA

For this coming year, identify a person to write up sessions at SAA for *Views*. The session chair should identify a person ahead of time.

Compile a list of accepted and rejected sessions.

The current Chair should have a cumulative list

There was a lot of concern that the session concerning nitrate negatives was not accepted by the program committee, especially since a representative of the NFPA40 committee in Rochester had agreed to participate. The Program Committee should be contacted regarding any free time slots for a plenary or inter-section meeting slot. The Preservation Section should be contacted to see if they would like to join the VM Section in making a special appeal to the Program Committee to slot in a brief talk about nitrate—James and Sue

VisualMat Listserv

There has been more activity on the listserv in the last year and the content continues to be appropriate. There are about 230 members on the list.

A quarterly reminder will be sent to the list that replies should be sent to all—James

Modifying the settings for a default to “Reply All” will be investigated—James

Continue to forward appropriate postings from other lists

The Scout Report—Martha

Bylaws

The Section Bylaws were reviewed and updated. They will be posted on the Web site for review—Sue

3 Year Plan

The 3 year plan was reviewed and updated. It will be posted on the Web site for review—Mark

Meeting Review

An anonymous online survey will be created to solicit feedback about the Mid-winter meeting—Sue

The survey results will be posted to the Web site

The notes will be reviewed by everyone in attendance at the meeting, revised, and posted to the web site and submitted to Council—Sue

Notes taken by
Sue Kriegsman and Martha Mahard

SOME REMINDERS FROM THE VISUALMAT MANAGER

James Eason <jeason@library.berkeley.edu/>

Listserv members please note: if responses to postings are appropriate for the entire list, you will need to use your email program’s “Reply All” option, or your reply may go only to the sender of the original posting. To encourage discussion on relevant topics, please check your mail headers before sending, and see that <visualmat@listlink.berkeley.edu> appears in the address line.

On another note, addresses that result in delivery failures will be removed from the VisualMat list. In most cases, these failures are due to discontinued addresses that their owners did not “unsubscribe” from the list. Some of these errors, however, might result from temporary problems with the recipient’s mail server, or from mailboxes over quota. All such failures, if repeated over several days, will result in the address being “unsubscribed.” If you mysteriously stop receiving VisualMat postings, you may have been unsubscribed. You may get back onto the list by repeating the subscription procedure.

To *subscribe* to the VMCAR mailing list, send a message from your own email account to:

<majordomo@listlink.berkeley.edu>

You need no subject line, but in the body of the message type:

subscribe visualmat

To *unsubscribe* from the list, use the same address and the command:

unsubscribe visualmat

Please feel free to e-mail me with any questions.

WEB IMAGES

Miriam Meislik <miriam@pitt.edu>

The Web Images Policies and Guidelines page on the VM Web site has been updated with new links and non-working links have been removed. Since some of the information in the deleted links was actually quite useful, the decision has been made to archive that information and to seek permission from the author to continue posting the information on our site as long as it stays relevant.

If you have used the site and notice broken links or would like to suggest links or suggest other content, please send your comments to me. Deep gratitude is extended to our Web Weaver for his amazing assistance with this site.

IN PRINT

Aav, Marianne, ed. *Marimekko*. New Haven : Yale University Press, 2003. 286 p., ISBN 030010183-x \$75 (cloth).

Bajak, Quentin and Dominique de Font-Reault, contributors. *Dawn of photography, the French daguerreotypes, 1839-1855: An exhibition catalogue on CD-ROM*. New Haven: Yale University Press, 2003. ISBN 0300101899, \$29.95.

Beardsley, John. *Art and Landscape In Charleston and the Low Country: Spoleto Festival USA*. Washington D.C.: Spacemaker Press, 2003. 168 p., ISBN 1888931175, 49.95 (cloth).

- Brush, Kathryn. *Vastly More than Brick and Mortar: Reinventing the Fogg Art Museum in the 1920s*. New Haven: Yale University Press, 2003. 224 p., ISBN 0300101767, \$35.00.
- Codrington, Andrea. *Kyle Cooper*. New Haven: Yale University Press, 2003. 112 p., ISBN 0300099517, \$19.95.
- Forsyth, Michael. *Bath*. New Haven: Yale University Press, 2003. 344 p., ISBN 0300101775 \$25.
- Hamill, Pete. *Mexico: The Revolution and Beyond*. New York: Aperture, 2003. 224 p., ISBN 1931788227 \$50. (Photographs by Agustín Víctor Casasola, 1874-1938).
- Haglund, Karl and Renata Von Tschanner (Foreword). *Inventing the Charles River*. Cambridge: MIT Press, 2003. 512 p., ISBN 0262083078 \$49.95 (trade cloth).
- Jodice, Mimmo. *Inland visions of Boston*. Geneva: Skira, 2002. 112 p., ISBN 8884911354 \$40.00 (trade cloth).
- Lafo, Rachel Rosenfield and Gillian Nagler, eds. *Photography in Boston 1955-1985*. Cambridge, Mass.: MIT Press, 2000. 204 p., ISBN 0262122294, \$39.95 (cloth).
- Lee, Anthony and John Pultz. *Diane Arbus: Family Albums*. New Haven: Yale University Press, 2003. 168 p., ISBN 0300101465, \$35.
- Piñar, Javier. *Imágenes en el tiempo: un siglo de fotografía en la Alhambra 1840*. Madrid: Alhambra and Generalife Trust, 2002. 205 p. ISBNs 84-86827-01-9 and 84-89162-27-9 36• (about \$50) [Exhibition catalog of the exhibition by the same name, from the Carlos V Palace, the Alhambra, Granada, Spain. Also available in English: *Images through time. A century of photography in the Alhambra (1840-1940)*. See: <<http://www.alhambra-patronato.es/ingles/cultural/cultumain.htm>> for a brief overview of the exhibition. Book may be ordered from <<http://www.libriadelalhambra.com/>>.
- Remington, R. Roger and Lisa Bodenstedt. *American Modernism: Graphic Design, 1920 to 1960*. New Haven: Yale University Press, 2003, 192p. ISBN 0300098162 \$35.00.
- Wilton, Andrea and Tim Barringer. *American Sublime: Landscape Painting in the United States 1820-1880*. Princeton, NJ: Princeton University Press, 2003. 256 p., ISBN 0691115567 \$35.00 (paper); 2002. 256 p., ISBN 0691096708 (cloth).
- [**Views** welcomes additions to this column documenting visual-material publications. If you know of such additional publications, please send relevant bibliographic information to the Editor. Liz Ruth is now coordinating the books column of Views. Please contact her directly at <Liz_Ruth@harvard.edu> with any publications or ideas for book reviews.—Ed.]

WHAT'S UP

- through April 25. *James Van Der Zee Studio*. Art Institute of Chicago, Chicago, Ill. <www.artic.edu/aic/>.
- through May 2. *Sights Once Seen: Daguerreotyping Fremont's Last Exposition Through the Rockies*. Amon Carter Museum, Fort Worth, Tex. <www.cartermuseum.org/> (This exhibit contains daguerreotypes made between 1994 and 1998 by Robert Schlaer).

- through May 2. *Portraits by a Victorian Photographer: Portraits and Self-Portraits*. Stanford University, Cantor Arts Center, Stanford, Calif. <ccva.stanford.edu/> (no www in URL).
- through May 7. *A Velvet Hand, A Hawk's Eye: Photographs by Henri Cartier-Bresson*. College of Santa Fe, Visual Arts Center, Santa Fe, NM. <www.csf.edu/marion/index.html>.
- through May 23. *The Beauty of the Albumen Print*. Museum of Photographic Arts (MOPA), San Diego, Calif. <www.mopa.org/>.
- through May 23. *Magnum's New Yorkers*. Museum of the City of New York, New York, NY. <www.mcny.org/>.
- through May 30. *The Camera's Coast: Images of Maritime New England*. Maine Historical Society, Portland, Maine. <www.mainehistory.org/>.
- through May 30. *2004 Whitney Biennial Exhibition*. Whitney Museum of Art, New York, NY. <www.whitney.org/>.
- through May 31. *Cecil Beaton: Portraits*. National Portrait Gallery, London, England. <www.npg.org.uk/>.
- through June 6. *Landscapes and Nature*. Musée d'Orsay, Paris, France. <www.musee-orsay.fr/>. (19th century photographs)
- through June 6. *With Black Lines Only; Engravings and Woodcuts by Albrecht Dürer*. Dallas Museum of Art, Dallas, Tex. <www.dm-art.org/>.
- through June 27. *Marius de Zayas & the Stieglitz Circle*. Metropolitan Museum of Art, New York, N.Y. <www.metmuseum.org/g>.
- through June 30. *Aaron Siskind*. Museum of Fine Arts, Houston, Tex. <www.mfah.org/>.
- through July 18. *Jacques-Henri Lartique: A Boy, A Camera, An Era*. Harn Museum of Art, University of Florida, Gainesville, Fla. <www.harnmuseum.org/>.
- through July 18. *In the Center of Things: A Tribute to Harold Jones*. Center for Creative Photography, University of Arizona, Tucson, Ariz. <www.creativephotography.org/>.
- through July 25. *Photographers of Genius at the Getty*. J. Paul Getty Museum, Los Angeles, Calif. <www.getty.edu/museum/>.
- through January 1, 2005. *William Eggleston: Los Alamos*. San Francisco Museum of Modern Art, San Francisco, Calif. <www.sfmoma.org/>.
- June 4 through September 8. *Speaking with Hands: Photographs from the Buhl Collection*. Guggenheim Museum, New York, NY. <www.guggenheim.org/>.
- [**Views** welcomes additions to this ongoing column documenting visual materials exhibitions around the world. If your institution is having such an exhibition, please send the relevant information to the Editor. To keep this column timely, please remember that **Views** is in print three months after the deadline posted on the last page. As noted earlier, Shawn Waldron is now coordinating the exhibitions column of Views. Please contact him directly at <Shawn_Waldron@condenast.com> with any exhibition information.—Ed.]

KATHARINE KYES LEAB & DANIEL J. LEAB AMERICAN BOOKS PRICES CURRENT EXHIBITION AWARDS

The Exhibition Awards Committee of the Rare Books and Manuscripts Section of the Association of College and Research Libraries recently announced the winners of the 2004 Katharine Kyes Leab & Daniel J. Leab American Books Prices Current Exhibition Awards. The Bancroft Library digital exhibit, "Bear in Mind: The California Grizzly at The Bancroft Library," <bancroft.berkeley.edu/Exhibits/bearinmind/> won in the Division Five (Electronic Exhibitions) category. This award marks the second consecutive year that ALA has selected a digital exhibit from The Bancroft Library for this honor. Images of Native Americans, <bancroft.berkeley.edu/Exhibits/nativeamericans/> received this honor in 2003. In addition to the Bancroft award, the Division Three (Inexpensive Catalogs) award went to The Grolier Club for *The Auroral Light: Photographs by Women from Grolier Club Collections*, Anne H. Hoy and Kimball Higgs.

An awards ceremony will be held at the RBMS program at the ALA Conference in Orlando, Florida, Sunday, June 27, 2004. All printed catalogs and brochures submitted for the 2004 competition will be on display at Preconference. A full checklist of 2004 entries will be posted in April to the RBMS Web site <www.rbms.nd.edu/>.

VISUAL MATERIALS READER? CALL FOR FAVORITE ARTICLES

As you read in the Section's Mid-winter meeting minutes, the Section is interested in seeing a "visual materials reader" published through SAA. It is intended to be a publication of favorite and classic articles that have already been published. It will not include works about digital materials because the information will most likely become outdated more quickly than articles about traditional archival collections. Topical areas for Visual Materials will most likely include, but will not be limited to: processing (including arrangement and description), identification and dating, conservation, housing and storage, reformatting, use, reference. Do you have articles that you refer to that help you with your job as a Visual Collections person? These articles might be found in *American Archivist*, *Archivaria*, and *Cataloging and Classification Quarterly* or even *Curator* or the *Winterthur Portfolio*, other journals. Please send a bibliographic citation and a brief explanation of why you have found it useful to Laurie Baty <lab0254@aol.com>. Watch the Section Web site for the list of articles and possible discussion about which to include.

EXHIBITION CASE STUDIES REMINDER

As we mentioned and published in the April issue of *Views*, a new column on exhibition case studies and solutions was proposed and written. We're looking for folks who have come up with a number of innovative ideas on challenging issues.

Header: Title of exhibition, name and affiliation of case study author, description of the opening venue and exhibition dates, curator name(s), sponsors.

Body: a sentence or two statement of the exhibition goal(s)/purpose. State one major problem or issue that needed to be addressed (I know there are always more). Discuss options that were considered to address that problem. Explain a final solution that was implemented. Examine what, if anything, might have been done differently.

Conclusion: Outcomes from the exhibition; future plans, or what was learned.

Please contact the Editor to let her know that you're interested in preparing such a study.

ARTFUL DODGING: Things Heard, Enhanced, and Passed on

San Francisco, CA. After 11 years together VM Section member James Eason and Jeffrey Hookom are tying the knot in October 2004. Should be *the* VM event of the season!

Across the Pond. Rumors abound regarding John Slate and wife "slinking" around London in February, successfully avoiding crossing paths with James Eason. (According to James, "OK, so we both visited Sarah Demb and missed crossing paths by a few hours... or a day.") Your editor was slinking around Andalusia in February as well, and missed James Eason in Barcelona.



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Your comments and suggestions for improvements will always receive a cordial hearing. The next deadline is 1 June 2004. Opinions expressed are those of the authors.

The Society of American Archivists
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**TIME-DATED MATERIALS
PLEASE EXPEDITE**



Seventeen hearty souls braved bone-chilling temperatures to meet in Boston for the Second Visual Materials Section Mid-winter meeting. Back row, left to right: James Eason, Sean Fisher, Shawn Waldron, Mark Martin, Stephen Cohen, Douglas Doe; Middle row, left to right: Joy McNally, Martha Mahard, Ellen Doon, Ardys Kozbial, John Slate; Front row, left to right: Robin McElheny, Megan Friedel, Laurie Baty, Miriam Meislik, Sue Kriegsman; Not pictured: Liz Ruth