

5-17-2018

Archeota, Spring 2018

Jennifer Castle

Theresa Berger

Patricia Franks

Julia Larson

Lori Lindberg

See next page for additional authors

Follow this and additional works at: https://scholarworks.sjsu.edu/saasc_archeota

Recommended Citation

Castle, Jennifer; Berger, Theresa; Franks, Patricia; Larson, Julia; Lindberg, Lori; and Yule, Tanya, "Archeota, Spring 2018" (2018). *Archeota*. 8.

https://scholarworks.sjsu.edu/saasc_archeota/8

This Newsletter is brought to you for free and open access by the SJSU SAASC at SJSU ScholarWorks. It has been accepted for inclusion in Archeota by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

Authors

Jennifer Castle, Theresa Berger, Patricia Franks, Julia Larson, Lori Lindberg, and Tanya Yule

ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

MAY 10, 2018

The official publication of the
San José State University
Society of American Archivists
Student Chapter

TABLE OF CONTENTS

Welcome	1
Perspective: National Council on Public History Conference by Julia Larson	2
National Archives: Preserving the past, reflecting the present, planning for the future by Dr. Patricia Franks	3
Experience: American Archive of Public Broadcasting Fellowship by Tanya Yule	4
Elderly Recordkeeping: Plan now to ease difficulties later by Lori Lindberg	5
Archives & Leadership: Interview with Senior Archivist Lisa Mix by Theresa Berger	6

Managing Editor
Jennifer Castle

Officers

Jennifer Castle, Chair
April Austin, Vice Chair
Theresa Berger, Secretary

Faculty Adviser
Lori Lindberg

WELCOME

Welcome to a special issue of *Archeota*. Not only has the publication received an updated look, but we have some excellent contributions including the perspective of an early professional conference attendee and presenter, a public broadcasting archive fellowship experience, an interview with a senior archivist in the medical field, and a report on the International Directory of National Archives. We also have a heart-wrenching account of handling elderly parents' personal records, which serves as a reminder of the importance of having your estate and affairs in order. Many thanks to our adviser, Lori Lindberg, for writing about her honest and emotional experience of caring for her parents' records.

Archives are an important and integral part of our daily lives, and it's imperative for all of us to consider the ways we preserve our world for safekeeping and posterity. I hope this issue of *Archeota* provides some food for thought.

Best, Jennifer



SOCIETY OF
**American
Archivists**

SJSU SAN JOSÉ STATE
UNIVERSITY

Visit our website at <http://sjsusaasc.weebly.com>
or find us on social media



ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

2

PERSPECTIVE: National Council on Public History Conference

By Julia Larson

I recently attended the National Council on Public History annual conference in Las Vegas. NCPH is a 40-year-old community of public historians, academics, museum administrators, archivists, librarians, and curators — almost anyone involved in cultural heritage institutions who is willing to interface with the public. You might think of “public history” as the re-enactors who dress up as people from Colonial times, but the field is much more diverse than that - although there is always someone representing Colonial times dressed in full costume wandering around! The discipline is quite broad: Academics can discuss minute historical details, archeologists can talk about digging up pieces at historical sites, archivists and curators can discuss exhibiting materials from different communities, etc.

This was my second NCPH conference, and my second conference as a presenter after SAA in 2017 in Portland, Oregon. The conference is relatively small, about 800 or so attendees. With sessions, tours, and workshops spread over four days, there was always something to do. Since the focus of the conference is on public

history, tours and events at local museums in the host city are a priority. I took a nighttime tour of the Neon Museum where our guide was the collections manager. He tailored the tour, which focused on the history of the neon signs, to the conference attendees. I also was able to get a behind-the-scenes tour of the University of Nevada, Las Vegas Special Collections and learn about their digital initiatives. We were able to see some of their prized archival documents and the digitization lab, and we networked with special collections administrators. Fellow conferencegoers were able to take a special tour of the Nevada test site, and the graduate student/new professionals committee held a mixer at the Mob Museum. By taking tours and going to special events, you can mingle with other attendees, since the small size of each tour and bus rides to and from sites allow for conversation and interaction outside the conference space.

Since the topic of public history is so broad, a wide range of sessions is offered. With so many sessions to choose from, picking which ones to attend can be a struggle. I chose to focus on sessions related to

NCPH continued on page 7



ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

3

NATIONAL ARCHIVES: Preserving the past, reflecting the present, planning for the future

By Dr. Patricia Franks

“Almost all countries maintain repositories for government and historical records. The physical and, increasingly, digital artifacts passed on from one generation to the next tell stories that form a nation’s collective memory. They enable citizens to understand the workings of their government and protect their rights. Those same materials benefit coming generations by helping them understand their past and make well-informed decisions for the future.”

— Drs. Patricia Franks and Anthony Bernier

In September 2016, Dr. Patricia Franks and Dr. Anthony Bernier of San Jose State University’s School of Information embarked upon a 15-month journey to understand the status of the national archives of 198 countries. With the aid of 46 students and alumni, they gathered data and developed profiles for inclusion in the work.

The results of this project revealed dif-

ferences and commonalities in the mission and vision, size and scope of operations, external environment in which they operate, governing laws, and resources allocated. The one constant was the archivists’ attitude toward the work: the desire to acquire and preserve documents that reflect the past while visualizing a future — one that will increasingly incorporate digital technology to provide access to historical artifacts and, in many but not all instances, current government records.

Process of building the directory

The preliminary research for the International Directory of National Archives was gathered from publicly available information posted to official websites and social media, such as Facebook, Twitter, and YouTube. Research was also conducted using various databases, including those available through San Jose State University’s Dr. Martin Luther King Jr. Library and through correspondence with archives’ staff via email and posts on social media.

In order to explain the mission to staff of the national archives, a public website (<https://IDNAproject.org>) was developed and updates were shared through the IDNA blog (<https://idnaproject.org/blog/>).

Students shared lessons learned with one another through a Google Site and shared work in progress with the project leaders through Google Drives. Two students

National Archives continued on page 8

ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

4

EXPERIENCE: American Archive of Public Broadcasting Fellowship

By Tanya Yule

Hello, my name is Tanya Yule and I am one of five in the first cohort of Public Broadcast Preservation Fellows at the American Archive of Public Broadcasting. Later this month I will receive my Master's in Library and Information Science and an advanced certificate in Digital Assets Management from San José State University, with an emphasis in archives and preservation.

I began the program at SJSU with a focus on photography preservation as a means of utilizing my background in historic photography practices as a way to protect and preserve images for future generations. However, through my internship at the Hoover Institution Archives, I fell in love with working in all areas of archives, not just photographs, and have had the fortunate experience to process incredible collections including the Russian Revolution and the Vietnam War, each providing a unique glimpse of someone's life that I get to describe, organize, and preserve. When the fellowship was posted, I had a "this was made for me" moment and applied instantly. I have wanted to work



Many videos have some form of image error. The above "watermark" is a blemish on an old tape that can be seen in 1/30 of a second. After capturing, Yule would go back to any discrepancy to investigate further. *Photo courtesy of Tanya Yule.*

with A/V media for quite some time but have yet to have the opportunity until now.

For three months I have been entrenched in material spanning the globe, each item as unique as the next, giving me more than I was prepared for. The specialness of this fellowship has been based in the opportunity to work with at-risk magnetic media and multiple stakeholders, and learn a very complex technique for capturing. I was for-

AAPB continued on page 9



ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

5

ELDERLY RECORDKEEPING: Plan now to ease difficulties later

By Lori Lindberg, MLIS CA

Talking to your parents about issues like illness and death is never easy. If you are a child who will have to address such issues as elder care and end of life for one parent or more, you owe it to yourself, your siblings, your partner, and your parents to do a check for the most critical records you (and they) will need for a number of possible scenarios.

As people get older they get slower. They get forgetful. Their safe places for documents can be anywhere. Changes in regulations and policies for retirement funds and financial products such as stocks, bonds, and life insurance, or for government programs that impact seniors such as Social Security, Medicare, and Medicaid, are sometimes difficult for seniors to grasp. When lives are affected by illness and disability, the connection with some of these products and programs can become even more tenuous. Deadlines get missed. Programs that are too complex in policy or procedure can be underutilized or inaccessible. Locating documents that can help can become a hunt.

For my parents, it has been a rough road. Documentation was located in various places and not stored very well. When my father went into hospice in June 2017, my mother needed help to find records to prepare an application for financial assistance to pay for his care, which cost \$250 a day. She directed me to a cabinet in their bedroom and said all records for everything were in there. I had a bad feeling when I opened the cabinet and saw no records. I did see a bunch of assorted objects stuffed into the space that, once freed by open doors, promptly began to fall out. Behind the candles, scarves, and other items, I found a stack of acidic manila envelopes and folders.

Organizing documents

One of the first things I looked for was a will. My parents had told my sister and me separately, as well as together, that they had drawn up a will. They also told close friends they had a will. When I went through the paperwork in the cabinet, there was no will to be found. There was an opened packet of blank legal forms for a last will and

Recordkeeping continued on page 10



ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

6

ARCHIVES & LEADERSHIP: Interview with Senior Archivist Lisa Mix

By Theresa Berger

I met Lisa Mix this year through the Society of American Archivists' Mentoring Program. I signed up with the hope of connecting with and learning from someone with leadership experience in the archives field. Lucky for me, Lisa exceeds those expectations and more. Since being introduced, we've had some great conversations about what it means to be an archivist, past and present. In March, Lisa was kind enough to agree to be featured in an interview for Archeota. Below is a summary of a conversation between myself and Lisa on April 13. It has been slightly edited for length and flow.

Theresa Berger: Can you tell us a little about yourself? What is your background in archives? How did you get into the field?

Lisa Mix: I got into the archives field via history. I was a history major as an undergraduate at Goucher College in Maryland. My major included a requirement for an "off-campus experience" that required students to get experience out of the classroom. One of my history professors helped me secure

an internship in the Archives and Manuscripts division at the Maryland Historical Society, which eventually turned into a part-time job. That's when I knew I wanted to be an archivist! Most of my professional positions have been at academic medical centers. I worked at the medical archives at the Johns Hopkins Medical Institutions in Baltimore, where I started in a grant-funded project position and rose to become "coordinator for processing," meaning that I supervised archival processing and processed collections as well. I then became the manager of Archives and Special Collections at the University of California, San Francisco, followed by the head of the Medical Center Archives at Weill Cornell Medical Center in New York City. There are certain areas of archives where people really make a career in the field. Some examples are labor archives, performing arts archives, and medical archives. Most of my career has been working in medical archives.

TB: What are your principal duties as an

Mix continued on page 11



ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

7

NCPH from page 2

museum management and exhibitions, since I work for a museum and would need to report back to my colleagues. This allowed me to bring back concepts from the conference and hopefully implement some of them at work. A session on the erasure of groups of people from the historical record made me think more critically about the ways “servants,” “butlers,” and “maids” are discussed (or more likely, not discussed) within the architectural archive where I work. Another session about items “Found In Collections” and the power dynamics of anonymity was fascinating. This session featured, for example, items made by prisoners in the penitentiary and then displayed in a museum, or everyday objects of enslaved people left in certain areas of a plantation, or discarded signs from political protests and rallies.

Another facet of the panels was the evolving discussion about race and social justice. From Cabrini Green in Chicago to the Flint, Michigan, water crisis, from pop-up interactive exhibits to a museum without walls creating banners discussing the history of a Latino community slated for destruction to build a sports complex, the content of each of the sessions was wide-ranging and well presented.

A great entry point into presenting at a conference is the poster session. The poster presentation entails creating a poster (sizes vary depending on the venue,

but usually 36” x 48” or smaller) and displaying it on an easel for a couple of hours while conference attendees mingle and discuss your project over coffee and dessert. NCPH has a set day and time for the poster presentation, whereas SAA has posters up for most of the conference. At NCPH, you can also request a half table and outlet to use a laptop to display images or websites; the table can also contain handouts and business cards. This is another great chance to focus your elevator speech about a specific project and relay it to several people without the formality of a full panel presentation.

I happened to be presenting at the second session time, which allowed me to relax and enjoy the rest of the session. My topic was on condolence exhibits in the wake of mass tragedy, and much of the non-session time at this conference was devoted to connecting with other people who’d had similar experiences. The project experience I spoke about was very visual, as were the other panelists’ projects. We used Google Slides to seamlessly share our projects beforehand, and one panelist arranged them into one long presentation for ease of switching between speakers. Connecting with librarians, curators, archivists, and public history professionals on a personal level made the conference a worthwhile endeavor.

A note about location: The conference was held away from the infamous Strip in a

NCPH continued on page 9



ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

8

NATIONAL ARCHIVES from page 3

served as project coordinators: Pam Lutzker, Fall 2016, and Heather Kohles, Spring 2017.

A total of 76 archives or equivalent institutions accepted requests to review and revise their entries. Entries were prepared for the other 122 as well and are included in the directory, although without archival input. The information gathered for each entry includes contact information (e.g., address, phone, email, director, etc.); an introduction; a brief history of the archives; information about the archives today (e.g., mission and vision statement, functional responsibilities, service to government departments, physical and digital infrastructures); and current focus (e.g., information about public access, days and hours of operation, document order, delivery and duplication, and a spotlight on an object, building, or event of significance).

Project outcomes

The primary purpose of this project was to produce a print publication. The International Directory of National Archives will be an invaluable resource for present and aspiring archivists and records managers, historians, government officials, and the general public who wish to understand the status of national archives in the 198 countries at one point in time and their efforts to share their history with future generations.

Present value lies in the data gathered that is available for further analysis. For example, among the trends emerging from the data is the digitization of physical holdings to protect fragile materials, increase the reach of the archives, and facilitate access. Digitization of analog records is one part of the process, but archives are also responsible for information that is born digital. Excerpts provided below from four of the profiles illustrate different points on the continuum from managing exclusively physical records to becoming a valuable partner in an approach to digital information governance.

- Cameroon National Archives (est. 1952): The National Archives staff has not yet digitized any of their collections, although they are taking steps towards starting this process, beginning with an inventory of their materials and the acquisition of necessary technical equipment. Currently, researchers do not have direct access to archival documents, but they may make a request to the director. Personnel on duty will then locate and duplicate the documents through scanning or digital photography and provide them to the researcher on a USB device.
- The National Archives of South Sudan (est. 2005): The collection covers over 10 years of history of southern Sudan

National Archives continued on page 12



ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

9

AAPB from page 4

fortunate to work with two amazing San Francisco-based nonprofit organizations that focus on arts and culture for underrepresented communities, and have been pillars in what they do for decades.

The collection I worked with came from the Center for Asian American Media. While CAAM isn't a traditional archive, its holdings are significant and represent a wide range of diverse films and documentaries, many which have appeared on local and national PBS stations over the years. The collection contained U-matic, Betacam, and Digibeta tapes, many of which haven't been viewed in decades. The majority of the fellowship was spent at the Bay Area Video Coalition, under the watchful (and extremely patient and knowledgeable) eye of Jackie Jay. I was fortunate to have the help of a staff that does this work daily and could help me capture and learn in the best possible situation. I would like to also give a shout out to Morgan Morel for suffering through my lack of commandline knowledge; he has inspired me to take a Python class when this is all over.

What's in a name?

While inventorying the items for the collection at CAAM, I couldn't help but be curious about some of the titles: "Anatomy of a Springroll," "Dollar a Day," "10 Cents a

AAPB continued on page 13

“THIS IS ANOTHER GREAT CHANCE TO FOCUS YOUR ELEVATOR SPEECH ABOUT A SPECIFIC PROJECT AND RELAY IT TO SEVERAL PEOPLE WITHOUT THE FORMALITY OF A FULL PANEL PRESENTATION.”

NCPH from page 7

small, non-gaming hotel. The significance of the venue became apparent as the conference was in full swing Thursday and Friday — the lobby, pool area, restaurants, and elevators were filled with NCPH conferencegoers all sporting bright red lanyards and name badges. Staying at the conference hotel allowed us to be at the center of the action and have an easy conversation starter.

The National Council on Public History is not a library-specific organization, but I would encourage anyone with an interest in museums, curation, exhibitions, and interpretation to check out their website. From a blog about the future of the profession to a large job board (which also features some archivist jobs), it is worth a bit of exploration.

ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

10

RECORDKEEPING from page 5

testament, but again, no completed will. My mother could not remember where it was. We looked in various areas: her desk, a chest of drawers, their closet – no will. I told her that for now, since they were married and held joint tenancy in their house, she would not have any issues with survivorship. We moved our search to other records, like my dad’s birth certificate and his Army discharge papers - for funeral arrangements and grave marker insignia. We also had to find his life insurance policy and funeral pre-arrangement documents. After 10 days in hospice, my dad passed away July 2, 2017. He was 87.

After his funeral, I began organizing her materials while I organized my dad’s. It took about two months to get everything situated, but I did, and in the process discovered a few things: 1) My parents were overpaying a lot for supplemental insurance for Medicare; 2) they possessed copies of their tax returns as far back as 1957 and at least 40 years of canceled checks, all stored in shallow plastic tubs and stuffed under beds, in closets and the garage; 3) they were getting auto-reimbursed for Medicare Part B premiums through an HSA that was part of my father’s retirement benefits, but they did not know there was an annual funding scheme for the HSA, nor the balances in their account; 4) they did not know that leftover monies in the HSA rolled over to the next year; 5) they did

not know they could use that HSA to reimburse themselves for many medical expenses and missed opportunities to do so as a result. My father’s HSA had over \$8,000 in it when I initially gained access. My parents had no clue; my heart broke a bit. I was able to claim most of that money over the coming months but lost out on the opportunity to recoup about \$2,000, 25 percent of the total.

Power of attorney

I spent a lot of time July through September and into the fall asking questions of my father’s company, the retirement management company that reviews benefits and approves fund disbursements, financial institutions that manage the retirement funds, insurance companies, Social Security, Medicare, and more. What I was missing was documentation that explained these companies, their relationships, my dad’s benefits, and what my mother was entitled to as a surviving spouse.

All the while, I encountered barriers because I was not an authorized person to speak on behalf of my parents or to receive information about them. If I’d only had that documentation to study, as well as their power of attorney, it would have been much easier and faster to get things done. As it was, it took three months to get her share of my dad’s pension worked out. Social Security was faster, though the agency did some funky “pull back” of funds

Recordkeeping continued on page 14



ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

11

MIX from page 6

archivist (i.e. how do you spend your day) and to which of these duties do you invest the majority of your energy?

LM: As the head of an archives, most of my duties have been outward facing. I spent very little time processing collections. I've dealt a lot with acquisitions, working with donors or visiting potential donors. I also spend time doing outreach, assisting researchers with reference questions, presenting to classes or campus groups. A lot of my time was devoted to administrative tasks like budgeting, planning, and meetings.

TB: What about being an archivist excites you? What attracted you to this career?

LM: I was originally attracted to the field through my love of history. It's funny because you think of history as dealing with "old things." But archives always bring something new. There are no typical days. There is always a new challenge, new material, or new collections coming in. I like always having a new project to work on, a new problem to solve.

TB: What sort of classes would you recommend for aspiring archivists? What skills do you look for in an entry-level archivist?

LM: Entry-level positions are often project-based and involve processing collections. A successful candidate needs to be well-versed in the principles of arrangement

and description; have good research skills; and be good at finding information. Classes that include hands-on processing as part of the coursework are a good way to develop skills in archival arrangement and description. Some entry-level positions involve reference work and knowing how to help researchers in the reading room. I am a strong believer that processing and reference should inform each other, and that it's beneficial to have the same staff doing both. Often you learn what researchers are looking for and then consider that information when you're processing. Then you can inform a researcher about new or newly discovered materials that may be of interest. In essence, when it comes to processing and reference, you should be able to "mix both sides of the house."

TB: As someone with substantial leadership experience, how do you suggest one become an effective leader in the archives field? What sort of qualities stand out most or apply to positions you've had?

LM: You need to work well with others and be able to work as part of a team. You also need to be able to see the bigger picture and should understand that the archives or special collections division is part of a bigger whole, whether that be a larger library or a larger institution. You can't take a "not my job" approach and should be willing to tackle big-picture issues that

Mix continued on page 15



ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

12

NATIONAL ARCHIVES from page 8

at a regional and district level. The focus is on protecting and digitizing archival material with an eye to the future when a new National Archives building will be in place. Approximately 60,000 pages of the collection have been digitized, but there is no formal repository to make them publically available.

- Israel State Archives (est. 1949): In 2012 and 2013, the Cabinet passed two resolutions reformulating the goals of the archives to reflect the end of the use of paper by government agencies and to mandate the use of digital channels to create access to the documentation. As of September 2017, more than 66 million pages have been scanned from an estimated 500 million; almost 16 million are accessible online. On average, an additional half million pages are scanned each week and 100,000 new pages go online. (The gap between scanned and online reflects the declassification backlog.)
- National Archives of Australia (est. 1983): Australia takes a whole-of-government approach to digital information management. As part of Digital Continuity 2020, the National Archives collaborates with agencies and key partners to develop advice, products and tools to support information governance, digital information management, and interoperable information

systems and processes. The National Archives provides access to its collection by making information available to the public in digital format, developing improved digital access, and enhancing online services at all locations.

The approaches provided in the examples are different, but the goal is the same: to act as the memory of the nation by collecting, preserving, and providing access to government records.

Although the status of these archives will evolve based on positive and negative events (e.g., infusion of resources into the archives or destruction of the archives due to environmental or man-made disasters), the potential value of the directory lies in its role as a “record” of the status of national archives at this point in time. Future researchers can use this directory as a benchmark to evaluate the progress made by the 198 countries to protect and preserve their cultural heritage.

Unanticipated opportunities for student researchers

A number of students shared their experiences through posts on the IDNA blog. Three students presented a webinar on lessons learned for International Archives Day on June 9, 2017: Alyse Dunavant-Jones, Heather Kohles, and Kate Eminhizer. Two students attended the November 2017 ALA/ICA Conference in Mexico City: Pam

National Archives continued on page 16

ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

13



CAAM video archive. Photo courtesy of Tanya Yule.

AAPB from page 9

Dance,” “A Village Called Versailles,” and “Sewing Woman,” to name a few. Since the items are on some form of video (magnetic media) it isn’t as easy as just popping in a deck and taking a peek. While capturing in the darkroom with my noise canceling headphones on, there were moments when I would laugh out loud, or cry. The subjects are heavy, as is the perspective and history, but my work at the Hoover Archives had helped prepare me for dealing with difficult collections, especially

when it comes to visual materials regarding war and atrocities.

Cleaning, cleaning, and some baking!

I soon learned that the majority of my time was spent making sure the decks and tapes were in tiptop shape before capturing. It is amazing how much time is spent cleaning tapes, cleaning decks, baking tapes (in a really high-tech food dehydrator), re-cleaning tapes, and recleaning machines, as well as setting up levels and making sure the item being digitized is as close to the original as possible. The cleaning ensures that there is no transfer of dust or debris from another tape, and that the output from the deck is precise. I am extremely fortunate to have my digitization station at BAVC, as the staff there understands the fundamentals of video preservation and has helped me learn more about the process than I thought I would be capable of in such a short time.

About the collection

As archivists often we don’t know what the collection is “about” until the end. There are usually surprises, and most times these records don’t come with a “read me” file. The collection as a whole speaks to the diversity of Asian-American life, culture, and experiences, evoking the universal struggle of the human condition. When curating the featured films for the AAPB Special Collections page, it was difficult to make selections.

AAPB continued on page 17

ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

14

RECORDKEEPING from page 10

paid after my dad's death, only to reimburse them two months later. By the time I found all the documents, stuffed in drawers in a desk and stacked on a blanket chest, I had spent days on the phone, over many weeks, and it was December.

With my dad not there my mother declined, and, unknown to us, suffered from depression exacerbated by a creeping dementia. We started the process of downsizing, because she was living alone in a three-bedroom house and had mobility problems due to bad knees. She was fearful of surgery. She worried about her income and whether she could live on it. She began to be fearful of falling in the shower and would not cook for herself. She sat for 18 hours a day and slept in a recliner with lights and the television on.

In October she fell and broke her ankle. She was placed in a cast and sent to a rehab facility. I now had more records created and more to manage. What should have been a stay of two weeks stretched to almost two months. She became fearful of everything. She was constantly afraid of falling. I could barely get her in and out of the car to take her to an appointment. Thus started a mental decline in my mother that consumed my most every waking moment. It impacted my teaching, my consulting, and my family. My sister, my only assistance, who also had a job to maintain, fell very ill and could no longer help. I

started to seek services that could provide some support and relief. Three days before Thanksgiving my mother was discharged from the rehab facility because they needed her space and could no longer keep her. She was home but not doing well. She had developed an infection. On Thanksgiving she was back in the hospital. At that time, I knew I needed her power of attorney. She had bills to pay at her house, mounting medical expenses, a pet cat to maintain, and a house full of furniture and personal effects that needed to be auctioned. Using a model document I found via Google, I wrote a power of attorney document covering legal and medical affairs, modified it, had her read it and approve, and paid a mobile notary to witness her signature and verify her identity. By Nov. 28, 2017, I had her power of attorney. That is a powerful document while the person is alive. With it, I had access to her bank accounts and signatory power on her checkbook. I also was privy to medical information I was not before.

Difficulties after discharge

After five days she was well enough to be discharged and the doctors recommended more rehab. Her doctors at the hospital recognized signs of congestive heart failure and told me it would need to be monitored. I knew we had to create a will. She went to another rehab facility, this time closer to my home, which helped me a lot. I was able to get them to prescribe some anti-anxiety

Recordkeeping continued on page 18

ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

15

MIX from page 11

extend beyond the archives. It's also important to know how to communicate and work with others outside the field, to be able to articulate archives concerns to non-archivists. For example, deans, faculty, development officers, or even donors may not have the background, vocabulary, or interests we typically associate with archives.

TB: Is there any sort of education for leadership in archives?

LM: I highly recommend the [Archives Leadership Institute](#). It is offered through Berea College and accepts participants through an annual application process. The Rare Book School at the University of Virginia also offers a [Special Collections Leadership Seminar](#) each year. Both of those programs were beneficial to me.

TB: Can you comment on your thoughts toward internships and professional involvement?

LM: Internships are great opportunity for hands-on experience. A lot of what I learned about archives work was hands-on, and internships are how many of my peers got started in the field. I have also hosted and supervised interns, both in San Francisco and New York. As an internship supervisor, I would strive to make the internship a valuable learning experience for the student intern, and structure it so that the intern would have a finished project.

That being said, I recognize that internships can be problematic - because they are usually unpaid. Several degree programs don't allow paid internships and require internships only for credit. I think that can harm diversity in the field and present a barrier for entry. It restricts the field to those who can afford to spend time doing unpaid work while paying for their education. I'm not sure what the solution is, but I think that hiring managers need to take that into account when looking at candidates for entry-level positions - that not every student has the means to do an internship.

TB: What sort of recent changes have you observed in the field? Where do you think archives are headed?

LM: There has been a lot more standardization - technical standards as well as standards in education and qualifications for archivists. Descriptive standards, digitization standards, things like DACS and EAD, have all become key. As far as where archives are headed, they are becoming more outward facing. I try to promote the archives as vital to the infrastructure of the institution: You wouldn't cancel the archives just as you wouldn't cancel the electricity.

TB: Are there any particular issues, problems, or challenges you grapple with as an archivist? How are you dealing with or

Mix continued on page 19



ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

16

NATIONAL ARCHIVES from page 12

Lutzker and Kate Eminhizer. Both attended the Forum of National Archivists held the day before the conference and interviewed the heads of four national archives: Dr. Guy Berthiaume, national librarian and archivist of Canada; David Fricker, president of the International Council on Archives and director-general of the National Archives of Australia; Jeff James, CEO and keeper of the National Archives of the United Kingdom; and Majid Sultan Al Mehairi, executive director of the National Archives of the United Arab Emirates. Those interviews can be read on the IDNA blog.

Looking to the future

The interest and enthusiasm exhibited

by those involved — students, alumni, colleagues, and staff of national archives — is apparent in the number of individuals keeping in touch even after the draft of the document has been submitted. A committee of researchers has been formed to plan and conduct activities to celebrate International Archives Day, June 9, 2018.

The IDNA blog will continue to share information and news about national archives. One graduate, for example, is visiting Japan this summer and has volunteered to gather pictures of the National Archives there. Consideration is being given to developing and maintaining an online Directory of National Archives. Should interest warrant it, a second edition will build upon the first to update the directory and expand the number of countries included.

SAASC NEEDS YOU!

THE SJSU STUDENT CHAPTER OF THE SOCIETY OF AMERICAN ARCHIVISTS RELEASES ARCHEOTA EACH SEMESTER. THE GOAL OF THIS NEWSLETTER IS TO REPRESENT THE COLLECTIVE EFFORTS OF ARCHIVAL STUDENTS AND EXPERTS SO WE CAN LEARN AND GROW WITH EACH OTHER WITHIN THE PROFESSION. FOR THAT, WE NEED YOUR SUBMISSIONS!

THE CALL FOR NEWSLETTER CONTENT IS ISSUED AT THE BEGINNING OF EACH SEMESTER. IN THE MEANTIME, THINK ABOUT HOW YOUR ARCHIVAL JOB, INTERNSHIP, OR CLASSES COULD INSPIRE AN EXCELLENT CONTRIBUTION TO THE NEXT ISSUE OF ARCHEOTA!

ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

17



The author and the drives loaded up to be sent to the AAPB. Photo courtesy of Tanya Yule.

“WHILE CAPTURING IN THE DARKROOM WITH MY NOISE CANCELING HEADPHONES ON, THERE WERE MOMENTS WHEN I WOULD LAUGH OUT LOUD, OR CRY. THE SUBJECTS ARE HEAVY, AS IS THE PERSPECTIVE AND HISTORY.”

AAPB from page 13

However, many of the films tell the histories of women who have defied odds, been outspoken, or sacrificed so much for so little in return. I wanted to put these women up front and recognize their stories and the people who decided to tell them.

Having this wonderful opportunity to participate in this fellowship while completing my degree allowed me to expand my technical and historical knowledge base, which I am forever grateful for. If you are interested in learning more, here is a Q&A I did with CAAM when I started, you can also follow #aapbpf for photos of the stations and process.

WANT TO READ PRIOR ISSUES OF ARCHEOTA? VISIT
[HTTP://SJSUSAASC.WEEBLY.COM/ARCHEOTA.HTML](http://sjsusaasc.weebly.com/archeota.html)
FOR OUR CATALOG.

ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

18

RECORDKEEPING from page 14

and anti-depressant medications, which helped her stress levels and fears. After three weeks at the facility she said she wanted to go home, and I was anxious to get her there because she was starting to spend money from her savings to pay for days in rehab that exceeded Medicare limits. We targeted a week prior to Christmas. We had auctioned most of her personal effects, but I had her room fairly intact and ready for her. I wanted to see how she did in a limited space similar in size to a room in an assisted living facility or a nursing home. I also wanted to buy some time to save some money to replace that which we had recently spent. Her cost in a skilled nursing home of \$212 a day was strictly room and board. It did not include pharmacy costs, and you are charged for every supply, from a toothbrush to tissues.

Bringing her home was a tragedy. Being back in her house was good for her cat and for her spirits to some extent, but she was affected by the post-auction loss of so many possessions, and her underlying mental issues were not treated. She needed skilled nursing care, but Medicare would not pay for it. She began to say she could not walk. She picked fights. She stopped sleeping. She refused to bathe or change her clothing. Eventually she refused to get up, started soiling herself and began to smell. She said she was paralyzed. She had a mental breakdown. After two days of

manic arguing and refusal to cooperate with me in her care, I was desperate. Through the network of medical professionals I had gotten to know and advice from support organizations, and some unbelievably good fortune, I got her evaluated for psychiatric care and on the day after Christmas she was admitted to a geriatric psychiatric facility. I completed the paperwork over the phone. She was clearly of no sound mind or body to create a will.

Improvements after diagnosis

Three-and-a-half weeks later she was discharged to skilled nursing. During her time at the mental health facility, her diagnosis of dementia was confirmed and was determined to be her primary health issue. They came up with a combination of meds that made a marked difference in her mood and cognition. She was able to remember some things, was in a much better mood, and was starting to talk about finding her a permanent place to live. When she came back to the nursing facility, I had them continue her physical therapy and was able to take her out a couple of times, once for pizza and later to visit a local cafeteria that was a personal favorite. She was not spending much time in her room, was involved with social activities, was a tough competitor at bingo, and was moving from her bed to her wheelchair and back. Her appetite was better. I got her a phone and she was able to speak with her two closest friends, both of

Recordkeeping continued on page 20



ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

19

MIX from page 15

solving them? Are there principal sources you rely on to resolve such issues?

LM: Dealing with donors requires diplomacy and a lot of patience. For example, some donors may want to give material that is important to them personally but may be out of scope of the archives' collecting focus. To lead an archive, it is important to understand the scope of the collection you're managing and to develop the collection within that scope. This sometimes means turning down a donation, or part of a donation, while being sensitive to the donor. In such cases, I would try to help the donor find another repository more suitable to their materials. There are also the challenges that come with born-digital material and electronic records. SAA's [Digital Archives Specialist](#) program offers classes and workshops aimed at specific issues in digital archives. There are challenges specific to certain types of archives. For example, issues with privacy and patient data are big in medical archives. Archivists within the community actively work on establishing new standards and, in the case of medical archives, advocating for laws and regulations that address some of these issues.

TB: If someone wanted to make a shift from academic libraries to archives, what

advice would you give them?

LM: Join SAA pronto! The education and training opportunities offered by SAA are unmatched. SAA's publications program includes a wide range of literature on all aspects of archival work. SAA provides great networking and leadership opportunities, with its many groups and sections. I would also advise joining a local archives group specific to your state or region. Becoming part of a local or regional group provides opportunities to make local connections and build your network. Regional meetings and educational workshops also tend to be lower in cost than SAA, which is especially helpful for those new to the field.

TB: What other tips, tricks, or observations would you like to share with aspiring archivists?

LM: Look for courses and training relevant to the materials you are working with. Get to know your collections!

- Be flexible.
- Always be willing to learn.
- Make connections and build a network of people that you can turn to for advice and guidance.
- Think outside the archive. Look to the broader picture. How are you serving your institution or users, and what can you do to be more effective?

ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

20

RECORDKEEPING from page 18

who were so happy to talk with her.

The week of Feb. 5 I visited Tuesday and Thursday. Tuesday we made plans to meet up with her friend MaryAnn and go to the local cafeteria on Valentine's Day. On Thursday I told her that after we finished our visit with MaryAnn we should spend some time writing up her will. She said that was a good idea. That evening she spoke with one of her friends on the phone for over an hour. She was in good spirits. Friday I called her, and she also spoke with her friend MaryAnn. They were excited about the upcoming Valentine's Day visit.

The importance of a will

The next morning, Feb. 10, she woke at 6:30, was up and ready for her day by 7:00, and was wheeled by an aide to the nurse's cart to get her morning meds before wheeling herself to the dining room for breakfast. It was getting to be a routine. As the nurse prepped her meds, Mom waited. The nurse said she made a little "snort" of a sound and when she turned to look at her, my mom was clearly gone. Instead of taking her on an outing for Valentine's Day, we buried her.

She died with no will. Think that will isn't a valuable document? Just two days after her funeral, I was hit with some information that I could not believe when I first heard it. Everything we went through, from May 2017 when my father decided

"CHANGES IN REGULATIONS AND POLICIES FOR RETIREMENT FUNDS AND FINANCIAL PRODUCTS ... ARE SOMETIMES DIFFICULT FOR SENIORS TO GRASP. WHEN LIVES ARE AFFECTED BY ILLNESS AND DISABILITY, THE CONNECTION WITH SOME OF THESE PRODUCTS AND PROGRAMS CAN BECOME EVEN MORE TENUOUS."

to have the surgery that eventually set in motion his death, through my mother's trials and struggles, was for naught. Why? My mother was actually my stepmother. She became my stepmother when I was 11 and my sister was 5. She never legally adopted us. The law in Indiana, and most states in the U.S., relies on blood-relation inheritance. This is a remnant of English Common Law, on which our legal system is based. According to Indiana law, after my parents' house sells and all bills are paid, I, as my mom's estate personal representative, split the proceeds, all remaining cash, life insurance proceeds, and any other assets, among her remaining cousins, most all of whom she did not communicate with and some she had not seen in more than 40 years.

Since the court has approved me as personal representative and has been informed of our situation, we shall see if they're willing to make an exception to the law in our case. It feels like a kick in the stomach, and it is not fair.

Recordkeeping continued on page 21

ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

21

RECORDKEEPING from page 20

AARP offers a planning guide for families that has a five-step approach to these issues. It has a series of questions to ask your loved ones, a needs assessment tool, and a series of checklists covering documents that support personal information, home maintenance, health, transportation, and finances. It also discusses aspects of the core government programs for seniors. I highly recommend this guide: https://assets.aarp.org/www.aarp.org_/articles/foundation/aa66r2_care.pdf

Additional AARP resources you may find useful:

Caring for Your Parents: The Complete AARP Guide by Hugh Delehanty and Elinor Ginzler (AARP Books/Sterling Publishing Co., Inc., 2005) can be found at www.aarpmagazine.org/books.

AARP Caregiving WebPages. Extensive resources on caregiving and caregiving supports can be found by logging on to www.aarp.org/life/caregiving.

Don't just help get other recordkeeping houses in order. Focus on yours, too. Much is at stake.

**“THE PAST IS NOT DEAD.
IT ISN'T EVEN PAST.”
—WILLIAM FAULKNER**

Resources for students and professionals

General information for students:

<http://www2.archivists.org/students>

Students and New Archives Professionals Roundtable:

[https://snaproundtable.wordpress.com/SAA Online Career Center, Job Seekers page:](https://snaproundtable.wordpress.com/SAA-Online-Career-Center-Job-Seekers-page/)

<http://careers.archivists.org/jobseekers/>
A glossary of archival and records terminology:

<http://www2.archivists.org/glossary>
Digital Archives Specialist Curriculum & Certificate Program:

<http://www2.archivists.org/prof-education/das>

The American Archivist online:

<http://americanarchivist.org/>

Academy of Certified Archivists:

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

ArchivesGig:

<https://archivesgig.wordpress.com/>

Derangement and Description: A chaotic little archives webcomic:

[https:// derangementanddescription.wordpress.com/](https://derangementanddescription.wordpress.com/)

Free publications:

<http://www2.archivists.org/publications/epubs>



ARCHEOTA

VOLUME 4 | ISSUE 1 | SPRING 2018

22

Spring SAASC Events

SAASC Presents: How and Why to Become a Certified Archivist, April 18

SAASC and ASIS&T Present: A Practical Approach to Digital Curation with Arjun Sabharwal, April 11

SAASC Huntington Library Tour, April 6

SAASC Presents: Why Photos Matter to Archives More than Ever Before, and Why That's a Problem with Dr. Leigh Gleason, Feb. 27

Q&A with Special Librarians from Disney's Animation Research Library, co-hosted with SJSU SLA, Feb. 6 (At our guests' request, this presentation was not recorded.)