



Society of Florida Archivists

## THE FLORIDA ARCHIVIST



Tomaro Taylor  
SFA President

**Dear SFA Members,**

When I sat down to write this message, I tried to figure out how I could convey in basic text many of the ideas best served by [memes](#) and [gifs](#). It did not take long to come up with something grand - Thank You. Thank you for allowing me to serve another year as SFA President. I am grateful for your continued support and encouragement, and I look forward to another year of team work and shared success with you. Together, we will

continue moving SFA forward by building on the solid foundation we have as an organization.

Speaking of moving forward, it is hard to believe that the [SFA Annual Meeting](#) was over two months ago. If you were able to attend, I'm sure you will join me in extending kudos to Burt Altman, William Modrow and Pat Bingham-Harper for a job well done! Increased attendance, new exhibitors and vendors, and a diverse range of presentations are obvious markers of a successful conference. But, some of the *less* obvious markers speak to the Annual Meeting Planning Committee's hard work and dedication towards encouraging participation in our 30<sup>th</sup> Anniversary Meeting. This year, the Annual Meeting drew in attendees from Miami to Live Oak, Tallahassee to Dothan, Alabama; of those attendees, many were individuals who have not had the opportunity to attend recently. It was great seeing both new and familiar faces and learning about the exciting things occurring in and around our state. If you weren't able to attend this year, there's always next year. The 2014 Annual Meeting will be held in Winter Park, FL.

The Executive Board met in June to approve the new Administrative Manual. The document, which outlines the roles and responsibilities of all Executive Board, Committee, and Board Affiliate members will be posted to the SFA Website in the coming month. At our next meeting in mid-July, the Board will discuss a number of exciting opportunities, including ways to increase our web presence,

the possibility of more formal publishing opportunities, and the implementation of online payments. If you know of other ways that we can improve your SFA member experience, please let us know. The Board is always open to your comments, suggestions and questions. Together, we can do great things. So, here's to another great year of SFA!

**ARCHIVES SPOTLIGHT**

*Susan Gillis, Curator*

**BOCA RATON HISTORICAL SOCIETY & MUSEUM**

The Boca Raton Historical Society & Museum is pleased to announce the recent receipt of a donation of approximately 1500 library books and reference materials (phone books, directories) from the Boca Raton Public Library. The library, a city agency, is moving to



beautiful new quarters and has undergone a major deaccession program. They have thoughtfully offered their "Florida history" collection to the BRHS&M to supplement our existing collection of 700 Florida history related tomes. Fortunately the Boca Raton History Museum (a private non profit) is planning a major facilities expansion and renovation (details to be announced soon) so that we may accommodate this and many more artifacts

currently housed offsite. We hope to take on the role of the local "Florida History Collection" (in terms of our library books) and possibly formalize our relationship with the city library. In addition to the books we received the library's old "vertical files." (Remember them?) These are primarily clippings and duplicative of our own existing "subject files," however I have found some good stuff going through them. It's a little bit like Christmas!

*(Archives Spotlight continued on page 4)*

# Communiqué



SFA Director Bill Modrow & student Joseph Weisberg

Thank you for your continued support of Florida History Fair. Attached to this email is a photo of the recipient of the Best Use of Primary Sources Award for 2013.

**Student: Joseph Weisberg**

Entry Title: *The Long Telegram and Its Long Term Effect*

Category: Junior Historical Paper

American Heritage School (Broward County);

Teachers: John Briano and Leslie Porges

Rebecca Woofert

Florida History Fair Assistant

*Dear SFA Conference and Scholarship Committees,*

I would like to extend my thanks to the Society of Florida Archivists' conference committee and scholarship committee for giving me the opportunity to attend this year's conference. I had a wonderful experience and was glad to meet everyone there. Thank you for the warm, welcoming atmosphere. The conference helped in showing me many opportunities in archiving. I am looking forward to attend next year's meeting, and working with this great organization.

Sincerely,

*Michael Wright*

[mwrigh50@fau.edu](mailto:mwrigh50@fau.edu)

*Dear Burt,*

I wanted to thank the Society of Florida Archivists for a great event. On behalf of **Certified Records Management**, my congratulations go out to all of the outstanding presenters for such well researched and educational content. I also wanted to thank you for welcoming Certified Records Management and the tireless pre-show assistance from Mary Flekke and Burt Altman. As you can see I enjoyed the event as can be seen in this picture with Mary (Flekke) and Kathy Turner Thompson.

Burt, if Certified Records Management can be of any assistance with your records, information and archival needs, or if you have a friend or colleague you would like me to contact, please don't hesitate to call. This is an outstanding membership and I would be honored to serve its members.

With Thanks,

Bill Hannmann

*Senior Sales Executive*

*Certified Records Management*

Mobile: 813-440-8653

[Bill.hannmann@flacrm.com](mailto:Bill.hannmann@flacrm.com)



## INSTITUTIONAL NEWS

### PLANT CITY PHOTO ARCHIVES STARTS ENDOWMENT CAMPAIGN

The Plant City Photo Archives and History Center hopes to raise \$100,000 within a year for its newly created endowment fund.

Businessman Ed Verner, president and founder of the nonprofit, said the endowment will be for the organization's "future use and financial stability." Verner and Executive Director Gil Gott announced the endowment campaign to the archives advisory committee at a recent meeting.

<http://bit.ly/Yy6wAj>

### OLD COURTHOUSE MUSEUM AT THE CITRUS COUNTY HISTORICAL SOCIETY HOSTS SMITHSONIAN JOURNEYS STORIES EXHIBIT

The Old Courthouse Heritage Museum [www.cccourthouse.org](http://www.cccourthouse.org) will be hosting a Smithsonian Museum on Main Street exhibition *Journeys Stories* September through October 12, 2013 in downtown Inverness on the Square. This project and exhibition is a collaborative effort between the Smithsonian Institution and the Florida Humanities Council and is supported by the United States Congress.

*Journey Stories* examines the intersection between modes of travel and Americans' desire to feel free to progress and flourish, voyage and explore. Interactive displays allow visitors to experience both harrowing and joyful journeys made by individuals in search of physical, social, and economic freedom. Families can plan a trip across the unknown West; contemplate shipping a loved one across the sea to escape slavery; and marvel at the adventure of automobile travel. Thoughtful recordings allow visitors to listen to the intimate accounts of a diverse array of journeys. Photographs and other images bring to life the advances that made it possible to populate vast territories and tame the west. In short, *Journey Stories* is a way to experience what makes us Americans – our ability to find a way to freedom.

### FLORIDA HUMANITIES COUNCIL GRANT

The Citrus County Historical Society was awarded a Florida Humanities Council grant in the amount of \$9,400 which will allow the museum staff to revamp and produce a new exhibition in the permanent pre-history gallery area, bring a series of speakers to the museums *Coffee and Conversation Speakers Series*. A teacher in-service program has been provided to 30 instructional persons in the Citrus County School District System.

Contact: Old Courthouse Heritage Museum 352-341-6436

[csociety@tampabay.rr.com](mailto:csociety@tampabay.rr.com).

## UNIVERSITY OF WEST FLORIDA

### CELEBRATES 50 YEARS

Dean DeBolt, University Archivist, John C. Pace Library

Since 1966, the University Archives and West Florida History Center has acquired, cataloged and preserved the history of the University of West Florida and the Florida Panhandle. A function of a University Archives is to play a role in raising awareness of an institution's rich history, traditions, and to celebrate those milestones that shape the legacy of an institution's contributions to the region. As we approach UWF's Fiftieth Anniversary of the beginning of classes, it is appropriate to also celebrate the University's string of Fiftieth Anniversaries, from its first funding, the selection of the campus, the first employees and offices, the first buildings, and other initiatives that lie at the heart of the beginnings. To see more: [http://libguides.uwf.edu/uwf\\_at\\_50](http://libguides.uwf.edu/uwf_at_50)



### UNIVERSITY OF MIAMI LIBRARIES' CUBAN HERITAGE COLLECTION'S DIGITAL THEATRE EXHIBIT WINS HONORABLE MENTION

The Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL) announced the winners of its Katharine Kyes Leab and Daniel J. Leab "American Book Prices Current" Exhibition Awards program in April, and the University of Miami Libraries' Cuban Heritage Collection's online exhibit "[Cuban Theater in Miami: 1960-1980](#)" received an honorable mention in the electronic exhibition category. The mention is the first time that the UM Libraries has been recognized for an exhibition by this national program.

The bilingual digital exhibition uses a wide range of integrated multimedia options. It "successfully rethinks the traditional navigational structure to present an incredible depth of information about this compelling subject matter," notes Cherry Williams, chair of the RBMS Exhibition Awards committee and curator of manuscripts at Indiana University in the statement by ACRL. "Exemplifying a performance, this sleek, striking and elegantly stylish, [the] electronic exhibition captures the

(Continued on page 4)



(UM Continued from page 3)

spirit of the community it represents: theater as a microcosm for the Cuban diaspora experience and culture,” states Ms. Williams.

The project, funded by a grant from the John S. and James L. Knight Foundation, was directed by María R. Estorino, Acting Chair of the Cuban Heritage Collection; co-curated by Dr. Lillian Manzor, Associate Professor, Modern Languages and Literatures and Dr. Beatriz Rizk, Director of Education, International Hispanic Theatre Festival; and designed by Dr. Lyn MacCorkle, Digital Repository Librarian.

For more information regarding the ACRL RBMS Katharine Kyes Leab and Daniel J. Leab “American Book Prices Current” Exhibition Awards, including a complete list of past recipients, please visit the [ACRL awards website](#).

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(Archives Spotlight Continued)

Our website, [www.bocahistory.org](http://www.bocahistory.org) is undergoing a major transformation with simplified access and redesigned pages. We plan to add sections devoted to Boca Raton’s favorite historical research topics: Addison Mizner; the Boca Raton Army Air Field; and IBM in Boca Raton (home of the first PC). I am especially pleased to announce that we have just published four additional *Spanish River Papers* (long in the queue). They include one on the Boca Raton Historical Society & Museum streamline rail cars; Boca Raton in the 1950s; a history of the Boca Raton Public Library; and a history of Spanish Village, a small neighborhood which was one of Mizner’s boom era projects. The later was written by our former intern Mike Wright, winner of the Judith Beale Scholarship to the recent SFA convention. Check out Boca Raton’s History on our website to view the *Spanish River Papers*.

Spotlight your institution in  
*The Florida Archivist*. Email Janet DeVries at  
[devriesj@palmbeachstate.edu](mailto:devriesj@palmbeachstate.edu)

THANK YOU FOR  
CONTRIBUTING TO THE  
FLORIDA ARCHIVIST!

## SFA MEMBER NEWS

**Rollins College** is pleased to announce the appointment of Ms. Angelina Altobellis as its new Digital Archivist and Record Management Coordinator. Receiving her MS in library and information science from Simmons College, MA in comparative literature from University of Texas at Austin, and her BA in art history from University of Massachusetts-Amherst, Angelina has worked as a preservation specialist at the Northeast Document Conservation Center before joining Olin Library of Rollins College in June 2013.

**Stephanie Johnson** has joined the University Archives and West Florida History Center at the University of West Florida Libraries as archives manager. She will be in charge of the day-to-day reference and collection management duties. She joins Dean DeBolt, University Archivist, and Megan Warden, Digital Archivist.

**María R. Estorino** has been appointed the Esperanza Bravo de Varona Chair of the Cuban Heritage Collection at University of Miami. <http://library.miami.edu/chc/2013/06/18/cuban-heritage-collection-gets-new-chair/>

## MORE INSTITUTIONAL NEWS

### Orange County Regional History Center

**Stephanie Gaub Antequino**  
Collections Manager

The Orange County Regional History Center is pleased to announce the compilation of genealogical and architectural and real estate resources housed within the Joseph L. Brechner Research Center. Examples of available genealogical resources include city directories, marriage applications, and local school yearbooks. Architectural and real estate resources include Sanborn Fire Insurance maps, abstracts of title, and architectural drawings. These are not comprehensive lists, and due to the nature of the collections should be considered a living document that is constantly growing and changing. While the majority of the resources relate to Orlando and Orange County, we also have materials from Seminole, Osceola, Lake, Polk, Brevard, and Volusia Counties. The link to these resources can be found at <http://thehistorycenter.org/research>.

## 2013 ANNUAL MEETING RECAP

### Comment via FaceBook:

Hi everyone - I just wanted to say how fantastic the conference was and how great it was to meet so many of you! It was so refreshing to be around so many people who clearly love what they do. Thanks to everyone for being so inviting, and I can't wait for next year's conference!

**Marissa Kings**



### 2013 SFA AWARD OF EXCELLENCE JIM SCHNUR MIKE ZAIDMAN



SFA President Tomaro Taylor with scholarship recipients Michael Wright, Miranda Doran-Myers, Catherine Jones, Alice Graves and Marissa Kings.



30th Annual Meeting Group Photo taken at the Florida Historic Capitol Museum

### SLIDESHOW AVAILABLE

A slideshow documenting this year's 30th anniversary annual meeting is on the home page of the SFA website (<http://www.florida-archivists.org/index.php>). In addition, all of the presentations given at the meeting are now up as well, and can be found at <http://www.florida-archivists.org/2013-Annual-Meeting-Presentations.php>



### 2013-2014 Executive Board

Erin Mahaney Director, Katherine Fleming Director, Tomaro Taylor, President, Sandra Varry, Vice-President, and Kathy Turner Thompson, Treasurer. Gail Donovan, Secretary, not pictured.

Photography courtesy Katherine Fleming





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Complete listing:

[www.florida-archivists.org/Officers-Committees.php](http://www.florida-archivists.org/Officers-Committees.php)

## 2014 ANNUAL MEETING

### 2014 Society of Florida Archivists Annual Meeting

SFA Board of Directors has approved Central Florida as the site for next year's annual conference, and the meeting will likely take place early next May in Orlando/Winter Park. The Annual Planning Committee include: Stephanie Gaub of Orange County Regional History Center, LuAnn Mims of Florida Southern College, Wenxian Zhang & Darla Moore of Rollins College, and Sandra Varry of UCF. We are currently looking into several hotel options in the area, and will keep the Board and all SFA members informed when the site selection is finalized. Please do encourage all SFA members to think about attending and contributing to next year's annual meeting, etc.

### **New book released:**

#### **The Forgotten**

**Marlins: Tribute to the  
1956-1960**

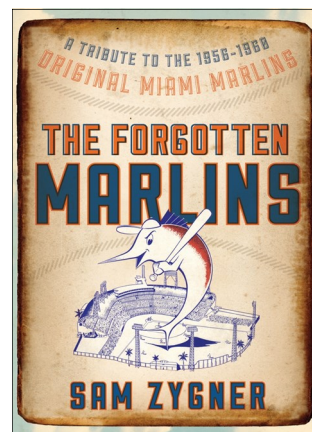
**Original Miami Marlins**

by Sam Zygner.

Scarecrow Press

ISBN 978-0810891388 \$45

<http://southfloridabaseball.sabr.org>



## ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES

**ACRL** is a division of the American Library Association, representing more than 12,000 academic and research librarians and interested individuals. ACRL is the only individual membership organization in North America that develops programs, products and services to meet the unique needs of academic and research librarians. Its initiatives enable the higher education community to understand the role that academic libraries play in the teaching, learning and research environments. ACRL is on the Web at <http://www.acrl.org/>, Facebook at <http://www.facebook.com/ala.acrl> and Twitter at [@ala\\_acrl](https://twitter.com/ala_acrl).

**Joint Annual Meeting of the  
Council of State Archivists and the  
Society of American Archivists**

**August 11—August 17, 2013**  
Hilton New Orleans Riverside

**Make CONNECTIONS. LEARN. Get  
INSPIRED**

The following SFA members are presenting this  
year in New Orleans:

**SESSION 107 - Replevin: A Workshop**  
**Aug 15, 2013**

**10:00 AM - 11:30 AM**

**Instructors/Speakers**

Martin T. Olliff (Chair), Director of Archives  
Troy University Wiregrass Archives

**SESSION 103 - Archives Without Walls: The  
Value of Networks, Consortia, and Aggregations**

**Aug 15, 2013**

**10:00 AM - 11:30 AM**

Caitlin Nelson, Digital Initiatives Librarian  
Florida Virtual Campus, Gainesville  
*Hosting Archon™ in Florida: Including the "Smaller"  
Collections*

**SESSION 409 - Collaboration in Digitization  
Workflows: How Archivists and Camera  
Technicians Can Work Together**

**Aug 16, 2013**

**10:45 AM—11:45 AM**

Laura Capell, Digital Special Collections & Oral  
Histories Librarian  
University of Miami Libraries  
*Digital Decisions: Collaborative Planning and Workflows*

**SESSION 608 - Lets Give 'Em Something to  
Talk About: Oral History in the Digital Age**  
**Aug 17, 2013**

**8:00 AM - 9:30 AM**

Natalie Baur, MA, MLS, Archivist  
University of Miami Libraries

**THIRTY-FIRST ANNUAL GULF SOUTH HISTORY  
AND HUMANITIES CONFERENCE**

**500 Years after Ponce De Leon:**

**The Gulf South in Change 1513-2013**

**When:** October 10-12, 2013

**Where:** Hilton Pensacola Beach Gulf Front Hotel Pensacola, FL

**Contact:** Dr. Randy Sanders at [dsanders@selu.edu](mailto:dsanders@selu.edu)

228.214.3423 **Gulf South Historical Association**

**AMERICAN ARCHIVES MONTH**

*It's not too early to begin planning*

Since 2006, the Society of American Archivists has provided members with public relations kits that offer practical information and great ideas to help you make your archives program more visible. You can access past PR kits by clicking on the graphic images to the right or on "Related Pages" at the bottom of this page.

For 2010-2013, SAA is focusing its public awareness efforts on the campaign—*I Found It In The Archives!*—which reaches out to archives users nationwide to share their stories about what they found in the archives that has made a difference in their lives. (To read more about participating in this initiative, see <http://www2.archivists.org/i-found-it>.)

Be sure to check out the [American Archives Month](#) page for your colleagues' great ideas for public outreach! And to view the Archives Month posters that many state archives published in recent years, see the Council of State Archivists' poster directory at: <http://www.statearchivists.org>

**DIGITAL ARCHIVIST SPECIALIST (DAS) CURRICULUM  
AND CERTIFICATE PROGRAM**

*Are you challenged by the born-digital records in your institution's  
collections? You're not alone!*

SAA is committed to providing education and training to ensure that archivists adopt appropriate practices for appraising, capturing, preserving, and providing access to electronic records. That's why we've developed the Digital Archives Specialist (DAS) Curriculum and Certificate Program, designed to provide you with the information and tools you need to manage the demands of born-digital records.

The DAS Curriculum, developed by experts in the field of digital archives, is structured in tiers of study that guide you to choose courses based on your specific knowledge, training, and needs. You can choose individual courses—or you can take your learning to the next level by earning a [Digital Archives Specialist Certificate](#) from SAA after completing required coursework and passing both course and comprehensive examinations. For more information, please check <http://www2.archivists.org/prof-education/das>



## Alliance for Response: Strengthening Emergency Response Networks

*By Katherine L. Fleming*

At the request of SFA President Tomaro Taylor, I served as SFA's representative to an invitation only event at the Wolfsonian-FIU in Miami Beach on June 12, 2013. The all-day meeting, Forum: Strengthening Emergency Response Networks, is one of a number of such events taking place across the country as part of the Alliance for Response project, an initiative of Heritage Preservation. The project builds bridges between the cultural heritage and emergency response communities before disasters happen through a series of local forums. The effort seeks to strengthen local and statewide emergency response networks and to encourage new partnerships, policies, and cooperative planning efforts. The kick-off forum in Miami Beach brought together representatives from cultural heritage institutions, professional associations, and emergency management agencies in Miami-Dade and Monroe counties.

Lori Foley, Vice President, Emergency Programs, Heritage Preservation, opened the sessions. Lori noted that by end of 2013 Alliance for Response will have been introduced to 23 regions of the country bringing together cultural and response professionals before a disaster happens. This is essential because time is a critical factor in the salvage of cultural resources and valuable time will be wasted if an emergency plan has not already been established. She reported that an important tool, the Emergency Response and Salvage Wheel, is now available as a free app.

The goal of the partnership, according to Lori, is to:

- 1) build relationships among emergency management, government agencies, non-governmental organizations, cultural agencies, and first responders;
- 2) educate cultural heritage and emergency management professionals that they need to work within the existing structure and that cultural institutions are vital to the recovery of the community; and
- 3) create a statewide plan. The plan needs to start locally with the key players.

Speakers included:

- Curtis Sommerhoff, Miami-Dade Emergency Management Director, emphasized the importance of getting businesses, including cultural institutions, back up and running as soon as possible.
- Cathie Perkins, Local Mitigation Strategy Coordinator/Planner Miami-Dade Emergency Management, stressed the importance of knowing the hazards and the risks to your institution. Plan in advance and try to minimize the risk. Determine what can be done: move it, secure it, protect it, or insure it. Document and catalog your collection and have duplicate records off site. Have coverage for business interruption and financial losses. Prune trees to minimize wind damage.
- Michael Spring, Director of Miami-Dade County Department of Cultural Affairs, reported that disasters not only impact the institution directly, but also indirectly through the people they serve.
- Bob Seibert, Interim Deputy Bureau Chief, Disaster Recovery Bureau, Florida Division of Emergency Management, stressed the importance of good recordkeeping practices after a disaster. Volunteer time can be paid for by FEMA. It is important to understand how FEMA works and to fill out paperwork as soon as possible.
- Rustin Levenson, Paintings Conservator at Rustin Levenson Art Conservation Associates, said to be familiar with your facility and have appropriate identification issued by your institution or authorities may not allow you into the area. The American Institute for Conservation response team will often come in and assist. It is prudent to have partner conservators in other parts of the country since it may be difficult to find a



*Continued page 10*

conservator who can provide timely assistance in the impacted area.

- Max Mayfield, Hurricane Specialist, WPLG-TV and Former Director of the National Hurricane Center, remarked that Hurricane Andrew had been reclassified 10 years after the event as a Category 5 on the Saffir-Simpson Hurricane Wind Scale due to reanalysis of the data.
- Lieutenant Raul Martinez of the Miami-Dade Police Department is assigned to the Homeland Security Bureau and acts as the Department's liaison officer to the Miami-Dade Office of Emergency Management. He stated that for first responders, life safety is their first priority. First responders are pulled out once there are 40 mph sustained winds, so do not expect them to assist you during an event.
- Fire Chief Luis Fernandez of the Miami-Dade Fire Department said the second or third week after an event is always much worse than anticipated. During a disaster response you need to know where to go, what to do, and who your point of contact is. Responders will assist museums and others once they are out of rescue phase. They know cultural materials are important, but you must be prepared.
- Scott Reinke, Preservation Administrator at the University of Miami, has prioritized collections with millions of items in five buildings. What is replaceable? You only have 72 hours before mold sets in. Only attempt to rescue items when it can be done safely and you are given the green light to do so.
- Lou Ellen Kramer, Archives Coordinator, Florida Moving Images Archives, Miami Dade College, discussed the special needs at her institution. Nitrate stock is volatile and can spontaneously combust. Water and foam do not put out this type of fire.
- Stephanie Hornbeck, Conservator from Caryatid Conservation, discussed hazards found in museums. After a disaster, tour your site and note any soot or mold. If there is a fire, recovery will include soot removal. Try to treat materials within 48 hours. If this is not possible, freeze those materials that can withstand freezing.
- Ricardo Alvarez, Research Associate, Florida Center for Environmental Studies, Florida Atlantic University, and a former Deputy Director of the International Hurricane Research Center said it is important to improve the design criteria for new buildings and to mitigate structural defects in older buildings. Retrofit structures to reduce the potential for damage. Secure items in the area around your building so that the structure is not damaged unnecessarily by flying debris.
- Roslyn Viterbo, Continuity of Operations Plan coordinator for Miami-Dade County, discussed every organization has documents, files, and other materials that are "vital" to the agency and its operations. Legal and financial records and databases are also usually considered vital records.
- Robin Bauer Kilgo, Project Associate, Florida Connecting to Collections Program, Florida Association of Museums contends that establishing relationships with emergency responders before an event is critical. Ask emergency responders for a site assessment and about training opportunities for your institution's staff. Give them a behind the scenes tour of your facility.
- Jim Rustin, Building Maintenance Supervisor for Vizcaya Museum and Gardens, he noted that although storm panels provide good protection, no one expected a twenty-foot storm surge. Generators were installed on the second floor. It takes a group of twelve workers two weeks to prepare for a hurricane, but they now implement 100% of their plan each time a hurricane threatens.
- Jason McGlinchey of BELFOR Property Restoration contracts with institutions before an event. An event can be fatal for the institution since not only is recovery and restoration costly, but there is also no revenue coming in until the organization is up and running again.

In the wrap-up session, Lori Foley stressed the importance of establishing a network. The assistance process after an event can be confusing and it would be helpful to walk participants through the actual paperwork. She advised preparing for an event by using tabletop exercises. A first step for institutions is to create a disaster plan. Become familiar with FEMA mitigation grants. Offer your facility as a location where your local first responders can have a drill. Prepare for a disaster before it happens.

FLORIDA CONNECTING TO COLLECTIONS  
PHASE II: PROGRESS REPORT

This year, free training in developing collections management and development policies has been provided through Year 2 of the IMLS-funded “Connecting to Collections” program to staff with responsibilities for collections at Florida nonprofit and government organizations. Organizations, including museums, archives, libraries and special collections, archeological, historic house, and historical societies are represented at these training workshops, held simultaneously in 2013 (April 16, July 30, and October 30) in four different Florida regions of Florida. Each workshop is hosted by a participating organization located near each region.

The names of policy vary by type of institution. In museums, it’s called a “*collection management policy*,” whereas in archives and libraries this document is often referred to as a “*collection development policy*.” Components of these documents, discussed in the workshops, include:

- Scope of collections
- Acquisition, accession, selection criteria, types of materials, types of collections, cataloguing, inventory, documentation, deaccession, weeding, and removal (sale, trade, transfer, or disposal)
- Care of collections, protection and preventative conservation, handling of collection materials, culturally sensitive objects, storage, integrated pest management
- Access to and use of collections, reproduction, copyright and ownership
- Loans
- Insurance, risk management, valuation, appraisal, legal issues
- Educating stakeholders about importance of the collection

Workshop participants “Mentees,” those who wish to improve or develop collections policies for their organization and develop policies in a structured environment with guidance from an assigned mentor, and “Mentors,” who are those interested in helping other organizations and in enhancing leadership skills. Mentors teach and facilitate workshops and provide guidance for writing policies. Formal presentations at the workshops are given via webinars, which are followed by discussion of specific issues presented during the webinar and related to the collections at participating organizations. There is also an “online community” that includes forums for discussion and sharing resources.

The Florida Connecting to Collections 2012 program, which dealt with creating Emergency Management Plans, was the first year of the IMLS-funded initiative. This program is now a self-paced program that collecting organizations from around the state can use to develop their own institution-wide emergency plan. It is specifically designed for museums, archives, libraries, historic sites, or organizations with living collections. Institutions can use these guidelines to create a *new* emergency plan or *revise* your institution’s existing plan. The program has been divided into twelve modules which can either be completed in order, or as needed. For more information, see this web link: <http://www.flamuseums.org/professional-development/connecting-to-collections/emergency-plans/>

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*SFA is an organization of individuals and institutions who share a concern for the identification, preservation, and use of records of historical value. It is dedicated to the dissemination of information about such records and about sound archival methodology.*



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## ORLANDO MUSEUM OF ART BEGINS AN OFFICIAL ARCHIVE OF ITS 90 YEAR HISTORY

"The main focus of initiating The Archive Project is to establish an institutional archive that will preserve the museum's history while providing access to the material in an organized way," Gentele said in the formal announcement of the program.

Creating the archive will be a community effort.

The Orlando Museum of Art will collaborate with the Orange County Regional History Center and will enlist students from the University of Central Florida's public history department to serve as interns on the project.

"The Archive Project will serve as a great opportunity for UCF students, who can benefit from gaining real experience in the field," said Cynthia Cardona Meléndez, curator of collections at the History Center,

The Orlando Museum of Art has been storing files that date back to the 1950s in the museum's crawlspace. The materials consist of financial records, meeting minutes, scrap books and architectural plans, as well as correspondence and information about previous exhibitions and programs produced by the museum. Items from as far back as the 1920s have been found that need to be managed and organized appropriately, the museum said.

Garret Kremer-Wright, the History Center's archivist, will come to the museum weekly to work through the stored boxes and files to create a functional and user-friendly database.

[http://articles.orlandosentinel.com/2013-07-11/entertainment/os-orlando-museum-of-art-archiving-20130711\\_1\\_orlando-museum-history-center-glen-gentele](http://articles.orlandosentinel.com/2013-07-11/entertainment/os-orlando-museum-of-art-archiving-20130711_1_orlando-museum-history-center-glen-gentele)