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RENAISSANCE TIMES

THE OFFICIAL NEWSLETTER OF THE GELMAN LIBRARY SYSTEM

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GLS NEWS

Familiar Faces in New Places

by **Andrea W. Stewart**
Administration

I'd like to take this opportunity to tell you a little about some changes that will be occurring within the Gelman Library over the course of the next several months. After analyzing our needs in several areas within the Gelman Library (organizational and individual), we have made some new assignments and are making some exciting space changes. The two major changes involve relocating three members of our HRM Team and providing additional space for staff in the LIT department.

First, Sandra Carpenter, Nia Boykins, and Telia Paige will move to the 6th floor into Rooms 606C, 606D, and 606E. They will continue to provide human resource services from this location. In addition, they will gain additional space to hold employee benefit interviews and other meetings with GLS staff.

Alicia Miller will leave the IT suite of offices and move to Room 606F. Her current assignments will not change. An informal open house for staff is planned once Sandra, Nia, Telia and Alicia are resettled in their new offices.

LIT staff will then absorb Alicia's current office and the vacant HR offices. Bill Mayer will be updating the GLS on coming changes in LIT later in May.

Erica Aungst will move to the second floor (Room 206B) and will take on several new responsibilities concentrating on outreach to the GW community.

Peggy Enevoldsen will also move to the second floor to the office vacated by Michael Knapp (Room 206A) as she assumes new duties related to upcoming renovation and construction projects.

Please stay tuned to the *RT* for future updates on these staff moves.

Thanks to Isabella Montgomery & Welcome *RT*'s New Editor

by **Andrea W. Stewart**
Administration

With this issue of *R.T.*, Erica Aungst takes over the editorship of the newsletter, following the recent retirement of Isabella Montgomery. We are very appreciative of Isabella's service. She brought her special humor and expertise to the role of *R.T.* Editor. We will miss you!

RENAISSANCE TIMES

Renaissance Times (RT) is the official bi-weekly newsletter of The Melvin Gelman Library at The George Washington University. *R.T.* is proofread by **Valerie Emerson and Chris Granatino**. *R.T.* is published every other week by **Teena Bedola**. Comments and questions should be directed to:

Erica Aungst
Editor
aungst@gwu.edu

The Melvin Gelman Library
2130 H Street, NW
Room 201
Washington, DC 20052
Voice: (202) 994-6455
Fax: (202) 463-6205
<http://www.gwu.edu/gelman>

2004 Student Graduates of the Gelman Library System

by **Teena Bedola**

Administration

Congratulations to the following GLS student assistants who are graduating this year!!!

Acquisitions: Mohammad Q. Shatnawi - *M.S.*

GLS IT (Information Technology):

Sue Collins - *B.A.*

Lee Jacobs - *M.S.*

Ryan Kar - *B.S.*

Circulation:

Maria Bonificio - *B.A.*

April Cleary - *M.A.*

Syed Tipu - *M.A.*

GLS HUMAN RESOURCES UPDATE

Vacancy Listing

Please see **Attachment A** for the Gelman Library System's Vacancy Listing.

CONFERENCES

Phi Beta Delta Conference

by **Teena Bedola**

Administration

Attachment B is Mary Faith Pankin's report on the Annual Conference of Phi Beta Delta.

MARAC

(Mid-Atlantic Archives Conference)

by **Teena Bedola**

Administration

Attachments C, D and **E** are reports from Jennifer King, Mary Faith Pankin and Lyle Slovic on the MARAC (Mid-Atlantic Regional Archives Conference) held on the 22nd through the 24th of April.

SIMPLE TIPS

*How to Thrive in the Gelman Library
System (or any other organization)*



Jack Siggins

University Librarian

**“Know How to Distinguish
What’s Important From
What’s Urgent.”**

GLS Job Vacancy Listing: Updated May 4, 2004

Req #	Position Title	Grade FT - PT	Incumbent	Vacancy Date	Posting Date	Department/Supervisor	Status
12650	Library Specialist II	11 - PT	Randi Robinson	05/18/02	04/23/04	CMS Jean Pec	Position posted on 04/2/04.

Congratulations to the following GLS New Hires

Req #	Position Title	Grade FT - PT	Incumbent	Vacancy Date	Posting Date	Department/Status
12337	Library Specialist I	09 - PT	Alana Connors	12/18/03	12/26/03	USED/ Congratulations to <u>James Morrison</u> who accepted the position of Library Specialist I, beginning on March 22, 2004. Congrats James!!
12492	Library Specialist I	09 - PT	Jane Mak	11/24/03	02/20/04	CIRC/ Congratulations to <u>Joshua Jackson</u> who accepted the position of Library Specialist I, beginning on April 19, 2004. Congrats and Welcome Aboard, Joshua!

Annual Conference of Phi Beta Delta

by Mary Faith Pankin

CMS

I attended several sessions of the conference of this honor society for international scholars, held in Washington near its national headquarters, which is a house once owned by the family of President Garfield. Phi Beta Delta promotes international education, dialogue, and understanding.

Maria Glowacka, from Poland, now at Idaho State University, spoke on “The Concept of Unangwa in Hopi Ethics.” An anthropologist, she has learned Hopi and is studying Shoshoni. She painted an appealing picture of the Hopi worldview. Some of its characteristics are: narrative-based, relational, communal values, care for humans and non-human entities. They believe that the boundaries between humans and non-human entities (such as rain, clouds) are permeable, and they may address plants or streams in terms of family kinship. They value such qualities as: a righteous and tranquil heart, good will, humility, and patience. Thus it follows that the success of farmers and hunters depends on the state of heart of the whole group, and rainfall may be controlled by a collective effort of all those with good hearts. Good hearts make effective rituals which produce rainfall, a good harvest, etc.

Hopis are expected to display moderation and composure in social interactions; that is, to be calm and patient within the family (especially dealing with children) and with others. Individuals with these qualities, it is believed, will have long and healthy lives, and it takes a whole life to become a truly good person. Negative states of the heart are a cause of illness and death. These qualities make non-Hopis characterize their society as “peaceful” but in fact there is no word in the Hopi language that exactly translates as “peace” or “peaceful.”

Peggy Meszaros of Virginia Tech spoke about “A Cross-Cultural Study of Korean and American Female Information Technology Career Decision Making.” The National Science Foundation is funding this research for three years. Women continue to be underrepresented in information technology (IT) in both Korea and the United States. The study, in its preliminary stages, surveyed 117 American, and 235 Korean female college students on such issues as demographic information, use of computers, attitudes toward IT careers, and the like. Korean society expects women to fulfill a traditional role as wife and mother, to a greater extent than American society. The results so far show that Americans are much more likely to have the support of their parents (especially mothers) for a “non-traditional” career. In the long term, the researchers hope to use the findings to help more women to enter IT fields.

Deb Howard, of Texas A and M University, spoke about “Cross-Field Compilation of the Ugandan National AIDS Program.” Like many African nations, Uganda has many cases of HIV/AIDS, with terrible effects on the whole society. Mothers may pass on the disease, so that children are born with it. Over a ten-year cycle of the disease, family members may pool their money to pay for a few years of medicine for a family member, but the expense leads them eventually to abandon this help. The current president, Museveni and his wife are backing a program to stem the tide. The first lady herself has recorded radio messages to be played throughout the day. These are called ABC: Abstinence, Be faithful, and C (condom use). Rural mothers would sometimes come for one treatment but could not afford to come back for more

treatment that could prevent their unborn child from getting HIV. Thus, there is a program to go out to villages and bring women to clinics for the needed visits. Now all people entering the military must take a test for HIV. Efforts are being made to enlist the support of tribal and religious leaders in educational activities. International agencies provide the majority of financial help for these and other initiatives, and the burgeoning success of the policies encourages hope for replication in other African nations.

Mid-Atlantic Regional Archives Conference

by Jennifer King

Special Collections

Richard Nixon was not the first President to record his conversations in the Oval Office, but he is forever linked in history to the secret recordings that became evidence of his abuse of power and led to his resignation. I recently attended the Mid-Atlantic Regional Archives Conference and the plenary session was about the efforts of the National Archives to make the 3,700 hours of recorded conversations between Nixon and members of his cabinet, his family, and foreign dignitaries available to researchers. David Mengel and John Powers from the Nixon Presidential Materials Staff presented a brief overview of the project and then played some of Nixon's conversations.

Currently almost half of the tapes have been released. The goal of the National Archives is to make all the material available for research, but first the archivists have to deal with preservation problems and also make sure they are in compliance with the law that governs the release of presidential recordings.

Many of the 950 tapes have experienced levels of deterioration over time. First, the archivists make an analog preservation copy. Analog, however, is not the most useful format for researchers. For the researchers, the archivists also produce a digital copy on CD. Each conversation, many lasting not more than a few minutes, is considered a discreet record and forms a track on the CD. Each track is listed on the tape subject log. The information recorded on the log includes the date, the length, the participants, and the subjects discussed.

Prior to making the material accessible to the public, the archivists listen to the tapes to make sure only appropriate material is retained. The conversations must fall within very specific guidelines within the broader heading of abuse of power. These guidelines are part of the federal law, Presidential Recordings and Materials, signed by President Ford. If the conversation does not match the abuse of power criteria it is removed from the tape and destroyed.

Starting with Franklin Roosevelt, presidents have experimented with recording their meetings, but Nixon was the first to install a voice-activated system. Eventually Nixon expanded the system from the initial set-up in the White House to include Camp David. The Nixon recordings span from February 1971 through July 1973. My favorite part of the session was when we were able to listen to some of the recordings. It is amazing the statements President Nixon made even though he knew he was being recorded. Unfortunately, I was so interested in listening to the recordings I forgot to take notes. I will say that the audience laughed more than once at the brazen display of abuse of power. It seemed almost comical. I will happily recount what I can remember about these recordings for anyone who is interested.

Mid-Atlantic Regional Archives Conference

by Mary Faith Pankin

CMS

I attended the spring MARAC meeting which was held in Arlington, April 23-24. Below is a brief summary of some of the most interesting sessions I attended.

“They Also Served: Documenting Women in the Military” featured experiences of women in the Civil War and the two world wars. De Anne Blanton of the National Archives spoke about her research on women who pretended to be men and served in the Civil War in both the Union and Confederate armies. At least 250 are known for certain, with more on the Union than Confederate side. Further research will no doubt bring more to light. Why did these women take the risk? Many, especially immigrant women, did it for the money, since other available jobs paid so poorly. Some served for love, to be near husband, brother, father, or sweetheart, or even to avenge a death. One father took his teenage daughter along disguised as a boy, since he was a widower and had to look after her (the ultimate take your daughter to work example). Patriotism or craving for adventure motivated others. Many are known only because their bodies or skeletons were later found. Others served years before being found out. Some escaped notice entirely, and of these a few wrote books. Some told only children or grandchildren years later. The obvious question is, how did they pass as men for so long? A major reason is that Civil War soldiers mostly kept their clothes on and almost never took baths. One wag commented that you could smell either army before you saw them! Occasionally a woman had help from a relative in the same company. Ms. Blanton has documented women fighting in many major battles such as Shiloh, Antietam, Chancellorsville, and First and Second Manassas. Some were prisoners of war and were discovered then. Interestingly, some served so well they were granted battlefield commissions.

Judy Bellafaire of the Women in Military Service for America Memorial, discussed women contract physicians in World War I. Women were not allowed to be commissioned as doctors, although men were. Male contract physicians chiefly served in the United States, but eventually some women contract physicians were sent overseas. So far Ms. Bellafaire has documented 20 of the 55 known female contract doctors by using government and medical school records. The army apparently accepted only those women who had a greatly needed specialty, in many cases anesthesiology, then a new field, in which women faced fewer obstacles to advancement. In one case a group of male doctors (all of whom were to be commissioned) refused to be sent overseas without their female anesthesiology colleague, with whom the team had trained. She, of course, could not get a commission but came under contract without military benefits.

Janet Sims-Wood, of the Moorland-Spingarn Research Center at Howard University, spoke about African American women serving in the army in World War II. In 1942, the Women’s Army Auxiliary Corps was formed (becoming the WAC in 1943). All recruits needed good health, good character, and a high school education. While many African American women wanted to serve, the first obstacle was at the U.S. Post Office, where officials might refuse the recruitment forms to them. Many persisted, however, even though they, like male African Americans, had to serve in segregated units. One such unit was the “Negro WAC Band,” who helped raise money for war bonds. Although many of its members had no previous musical

training, they became confident performers under talented leadership. The first European assignment for a regular African American female unit was (ironically when you consider the Post Office's treatment of some of them) to sort mail in England. There was a large backlog (as much as three years) of undelivered mail, some of it including decayed food. They were pleased to have an assignment that was so important for army morale. The modern listener sadly imagines, though, all the soldiers who died without getting those last letters from home.

In a session entitled "The Politics of Archives," Conley Edwards of the Library of Virginia presented the intrigue-laden talk, "It Was a Dark and Stormy Night: A Saga of the Transfer of Gubernatorial Papers," detailing the recent dispute between the Library and former Virginia Governor James Gilmore over disposition of his gubernatorial papers. The end of the story was the most dramatic, thus the title of the talk. The transfer of the final missing papers actually did take place on a stormy night with many clichés of a trashy thriller: bolts of lightning, sudden cell phone calls with directions to go to several different locations, a long black car appearing out of nowhere, a remote storage facility with a chained-up fence. Finally, there were hundreds of boxes loaded into a truck to go back to the Library. What preceded this was far less dramatic with much legal maneuvering, misunderstandings, and bad publicity for Gilmore. The 1970s Virginia Public Records Act, revised in 1988, required all gubernatorial papers, unless "personal and private" to go to the Library at the end of the term. Earlier governors such as Allen unsuccessfully tried to seal certain politically sensitive documents. The Library presented the Gilmore team a records retention schedule before Gilmore left office. Archivists immediately were concerned with the comparatively small number of boxes, much smaller than previous governors (such as the 439 cubic feet from the Douglas Wilder administration). They then found whole series missing, such as information about car tax relief. Requests for more produced only a large group of photographs. Aides to Gilmore opined that the missing series were probably mixed with Virginia department records, but this was found not to be the case. The Washington Post and the Richmond Times-Dispatch published articles embarrassing to Gilmore on the controversy. Using outside counsel, the two sides tried to mediate the dispute. The existence of over 200 more boxes in a storage facility came to light, and it was this group that finally went to the Library under stazy circumstances. There continue to be disputes about what sections of gubernatorial papers are private, and the addition in 2003 of the word "strictly" before "personal and private" still leaves room for more misunderstandings when Governor Warner leaves office and into the future.

Mid-Atlantic Regional Archives Conference

by Lyle Slovick

University Archives

I attended five informative sessions of the Mid-Atlantic Regional Archives Conference on Friday and Saturday, and share my impressions of them here.

“The Management, Preservation, and Reformatting of Sound Recordings” discussed the aspects of converting analog tape and other audio media to CD or other formats. Jeff Place of the Smithsonian Folklife Archives said that we all share the same challenges with regard to what to do with the resources available to us. He has a staff of two, plus intern help to work on converting collections of old acetate discs, 78 record albums, and reel to reel tape. These collections contain a wide-ranging variety of American sound recordings, from frogs croaking to Woody Guthrie singing. Too many collections, too few hands and resources. What to do, he asks? To begin with, when collections come to us we need to make sure that use rights are transferred as well, and language put into a deed of gift that leaves room for them to be used and distributed to wider audiences using technologies that might be developed in the future, such as the internet. For things we already have, we must set priorities. He suggests we first deal with the most fragile items and preserve them, and then look to items that are the most unique and rare, or contain information that probably does not exist anywhere else. No matter what is chosen to convert and preserve, make sure to use a format that will be around in twenty or thirty years, not just the fad of the times. For example, a few years ago, digital audio tape (DAT) was thought to be the wave of the future in digitizing audio, but we have since discovered that it degrades quickly. Place suggests that to process collections, one might attempt to get funding from sources who might have an interest in the subject matter. For example, we in Gelman Library might think of contacting Westwood One, the company that took over Mutual Broadcasting and donated their archives to Special Collections, for funding to process this huge collection. Grants are another option, but they are very competitive.

Peter Alyea of the Library of Congress got into a lot of technical issues and the management of metadata (96 gigahertz is the preservation standard for audio conversion), but the gist of it was that you want to make the best copy of the original possible, without manipulating it, so that higher and lower frequency ranges will be preserved. To convert a large collection takes a lot of storage space on a server, and he said that the need for shared servers will be a crucial one to fulfill in the future. He also pointed out that labor is the greatest cost involved in converting tape, and most small collections might be outsourced, although this can be expensive also, and great care must be taken to choose a vendor that has the proper expertise to do the job right.

“Donor Relations and Implications for Special Collections Fundraising” was a very enlightening session. Rush Miller of the University of Pittsburgh said donor relations and raising money is all about having a professional development officer in the library that can do the job (which Gelman has). It is not a job for committees. Miller likes to tie money coming to the library to specific collection enhancement or processing, and seeks out people who have an interest in the library and tying donations to those interests. Creating endowments keeps money coming in for future years, and they should be pursued aggressively. He also tries to get administration to add \$50-100,000 a year to support the library when a new department chair is endowed. You create a chair and the library will have to support its curricular needs, Miller argues,

so give us a slice of the pie. University administration needs to realize that collections need money and that in the long run a better library will enhance the university's prestige.

Roberta Armstrong, library development officer at the University of Albany, has a goal to raise \$10.5 million for the library by 2008. Her rule of thumb is to follow the money and the people who know where the money is, to go after big donors and encourage the small fry to join Friends of the Libraries groups. She believes in building on the collections they have by bringing in new ones that compliment them, and has also worked to create an endowment that sustains a Head of Special Collections. The University Archives has established a fund for contributions in smaller amounts, called the "Preserve the Traditions" fund, which would be a good idea for Gelman. Armstrong argues that it is important to identify the interests of donors and create opportunities for them to give, and have the development officer and library director sit down with partners in other departments (including Special Collections) to discuss priorities and strategies. In any event, donor relations and fundraising is a long haul operation.

Jennifer Gunter King of Virginia Tech echoed many of the above sentiments, and added that money is for the collections, not personal glory and acclaim. In the end the efforts of development officers bring glory to the university. And one final message – make sure the donor has clear expectations of the disposition of their collection, and outline them in a formal agreement. And tell them no, not everything will be digitized!

"Expanding Reference Services in a Digital Age" discussed the impact the internet has had on assisting patrons. Linda White, Digital Project Coordinator at the Library of Congress spoke of how the web is the first place most researchers go for information today. This is a reality that we all have to face in light of the fact that Google processes 260 million web searches a day. With this environment comes a different type of patron, many of which seek instant gratification, or lack sophistication as researchers. This in turn has an effect on the skills we need to assist them while keeping our own workflow going. (For example, LC had 2,265 online queries in 1995, and 56,300 last year, so trying to manage all this and still do one's primary job can be a mind-numbing challenge.) LC and OCLC have joined in a venture to provide cooperative virtual reference at: <http://www.questionpoint.org>. While the tools may have changed, the fundamentals of librarianship have remained the same. Yet some older librarians have trouble changing their ways to keep up with the internet, and for virtual reference to succeed the staff has to share the same vision. Thus, professional development is also needed to be a good "virtual reference server." Currently at LC, inquiries are answered within 5 business days of being received, and users first go through a "speed bump" page, which explains what they can and cannot do and offers links to other helpful web sites. Sika Berger of Smith College spoke of trying to respond to student queries on a 24/7 basis and has found that online reference is most helpful in educating users on what is in the collections, what services are offered and directing them to useful databases and finding aids. Questions that come into sites like "Ask a Librarian" are useful because they help shape and redesign websites and information on them in response to patrons' wants and needs.

"Privacy and Confidentiality Issues in Private Institutions" was relevant to our current work in University Archives. Diane Shaw of Lafayette College discussed privacy issues with student records, and that privacy ceases with the death of the individual – well, almost always. The registrar's office here at GW, as well as other universities, closes student records in perpetuity. The FERPA (Federal Family Educational Rights and Privacy Act) act outlines the information that can and cannot be disclosed about a student's history at a school, such as "directory" information. Yet the court has determined that a student thesis or dissertation

may be interpreted as not being subject to privacy laws because it can be assumed that the work was written as part of the proscribed curriculum, and as such the student has given tacit approval for it to be used as a research source by patrons. The Patriot Act also effects student privacy in an insidious manner, since the government can access a student's records (including books they have checked out from a library) without the student ever knowing, since there is no requirement that such a search be reported as are other allowable searches under FERPA.

Tim Pyatt of Duke University discussed the issue of e-mail as university records. He has been involved in a project with University of North Carolina that surveyed use by faculty and staff. Almost 3,000 people responded, and 44% received 1-20 e-mails per day, 33% 21-40 and 13% 41-60. They spent an average of about 90 minutes a day on e-mail. Typical concerns include junk mail, memory/size limits for the mailbox, and privacy issues. 18% expressed concerns about confidentiality and worried that e-mail is being monitored by the university. Of those surveyed 50 were randomly chosen for follow up interviews. One question asked was "Who owns my e-mail?" - 39 of 50 said it belonged to them. But what do we do with all this traffic? Concerns were raised about confidential information (e.g. search committees, student grades) going out into the ether with no policies in place to set limits as to what should and should not be sent via e-mail. Currently, e-mail is not viewed as official university records. They have a transitory value, and the challenge is to get people to treat them as records. For example, meeting minutes are commonly sent as attachments to e-mail and hard copies not maintained. The technology is outstripping our ability to deal with it in a traditional manner. In another example, Pyatt talked about programs such as Blackboard, which contains course syllabi and other valuable information, not being captured and archived. Another example are websites of student organizations, which document student life but may be lost in the transitory nature of the medium, not to mention the e-mails students send to each other and faculty on a daily basis that are currently not being saved. The issue of e-mail will have to be dealt with soon so that some manner is developed for defining it as a lasting record along the lines of traditional paper documents.

The last session I attended was "Tips for Writing Successful Grant Proposals." Dan Stokes of the NHPRC (National Historical Publications and Records Commission) was very entertaining in talking about this granting agency. There are 15 members of the commission, which is chaired by the Archivist of the United States, and they administer grants ranging from \$400-460,000 available to any non-federal and non-profit organization. The nice thing about the NHPRC is that they will send you a draft of a successful proposal along with the application, so one can get an idea of what sort of information and wording is effective. Deadlines for proposals are June 1 and October 1 of each year, and the packet will be reviewed and sent back with comments. Currently, they do not fund digitization projects, and do not allow "indirect" costs to be figured into budget outlines submitted.

Susan Malbin of the Institute of Museum and Library Services (IMLS) discussed their program, which gives out grants from \$25,000-1,000,000. They adhere to very strict guidelines, but unlike the NHPRC, accept indirect costs in budget proposals. Proposals go through peer review of a 4-6 person panel, and written evaluations are done of all of them, with the best sent for a second review. To be considered, the project must be deemed to have a national significance, have a detailed budget proposal and have the potential to be widely disseminated to the public. An interesting side bar was her mention that applications should be sent via Federal Express or UPS, since anything sent regular mail is irradiated for anthrax and material comes to them half destroyed from the effect of this treatment.

Barbara Paulson of the National Endowment for the Humanities spoke of grants through the division of preservation and access. These are highly competitive, with about 20% of proposals being funded. All applications are submitted via e-mail, and like the IMLS they have very strict guidelines and will send a sample of guidelines for filling out the application. The proposals are judged by panels of generalists and specialists, so she suggests that you define specific terms and use plain English so that people reading them will know what they mean. Also, she warned that it is a very bad idea to try to pad the budget section; to do so will draw the ire of experienced reviewers. Once selections are made, applicants are notified by mail, with comments from the evaluators as to what they felt was lacking in the proposal. So even if you don't get the grant at least you are getting "free" consultants to tell you what you did wrong. Also, projects can always be resubmitted. Barbara said one institution finally received a grant this year on its fourth attempt.