

## **Archives and Special Collections Annual Report** ***July 2006 - June 2007***

### **REFERENCE**

In 2006-2007 Archives and Special Collections received 843 researchers and 412 reference requests (107 reference telephone calls and 305 written reference requests). The largest user group for the collection was Mount Holyoke College students, followed by academic scholars, MHC offices and departments, alumnae, general researchers and Mount Holyoke faculty.

Use of the rare book collection doubled from the previous year with 54 users requesting 395 volumes. Use of archival and manuscript collections continued to be heavy with 1160 requests for 9217 items. 94 honors papers were consulted by researchers.

REPRODUCTIONS: The department facilitated reproductions from its collections for researchers including:

- 217 digital reproductions of documents or photographs in the collection for 57 individual requests
- 233 photocopy requests

PERMISSION TO PUBLISH: The department granted 40 requests for permission to publish from the collections.

LOANS: We lent materials from the collection on 48 occasions. Of those loans, three volumes from our rare book collection were featured in museum exhibitions:

- Historic Deerfield displayed *Atlas Maritimus and Comerialis* by John Senex of London (1728) and a 1540 atlas, *Geographia Universalis* by Sebastian Munster as part of the exhibition *North by Northeast: Five Centuries of New England Maps* at Historic Deerfield, March 31-August 12, 2007.
- The Mount Holyoke College Art Museum displayed nine (9) lithographs by David Roberts from *Egypt & Nubia*, from drawings made on the spot by David Roberts (London : F. G. Moon, 1846-1849), three (3) fragments of papyri from Oxyrhynchus and the Fayum, 2nd cent. A.D. (MS 0054), and 2 prints from Samuel Augustus Binion's "Ancient Egypt or Mizraim" (New York: H.G. Allen, 1887) as part of its show "Excavating Egypt: Great Discoveries from the Petrie Museum of Egyptian Archeology, University College London" February 17 – July 22, 2007.

IN-DEPTH RESEARCH PROJECTS:

- A student researched the the MHC Equestrian Center for Art History 290, Issues in Art History: Forts and Palaces, Anna Sloan, instructor. This work involved successfully petitioning Jesse Lytle, Secretary of the College, to open a group of

Board of Trustees Buildings and Grounds Committee records for use by researchers.

- A student used many editions of Dante for her honors paper about Spiritual Franciscans and their influence on Dante's works.
- A student researching an honors paper about MHC's recruitment and publicity strategies before and after World War II
- Helped a student find sources for an honors paper about Inanda Seminary School in South Africa, which was modeled after Mount Holyoke.
- A student researching a paper for History 283, The United States since World War II.
- Worked closely with 9 students in Art History 100: Art of Global Encounters, 1400-2000, Anna Sloan, instructor.
- Assisted a student with identifying materials supporting her study of MH alumnae who were teachers of freedmen during and after the Civil War, prepared for History 275, American History: Emancipation and Reconstruction, Justin Behrend, instructor.
- Facilitated Professor Jim Hartley's project to digitally publish Mary Lyon's writings.
- Assisted a Harvard University graduate student and 3 South Hadley middle school teachers with identifying sources relating to Mount Holyoke during the Civil War.
- Assisted scholars at MIT and the University of Oklahoma with finding sources for their respective books about student writings about science during the late 19<sup>th</sup>-early 20<sup>th</sup> centuries and American universities' responses to Nazism.
- Identified women faculty members at MH who taught Bible study classes, 1850-1970, and sent information about these individuals to a scholar at the University of Toronto, who is writing a book about women interpreters of the Bible.
- Assisted researcher's request to gain access to unprocessed audio tapes of Joseph Brodsky's lectures. Reformatted tapes, creating a reference copy for scholar's use.

#### SCHOLAR IN RESIDENCE PROGRAM

- Mary Elizabeth Strunk was selected as the first scholar in residence, an initiative developed to facilitate use of the collections and promote them, March-June 2007. Mary worked on finishing a manuscript for *The Girl Behind the Man Behind the Gun: Women Outlaws, Public Memory, and the Rise and Fall of Hoover's FBI* and is using sources in the collection for her research about the science of hormones with special attention to the first generation of U.S. women to have been offered hormone technologies at every life stage. This research makes heavy use of the A. Elizabeth Adams Papers.

## COLLECTION DEVELOPMENT

**Acquisitions: 167 accessions totaling 245.86 linear feet**

Notable Accessions include College Records:

- *Board of Trustees, 1993-2006, 17.0 linear feet*
- *Office of the President. Joanne V. Creighton. [April 1997 Student Take-Over's] .3 linear feet*
- *Dean of the Faculty's Office, 1958-2000 [Faculty Files] 1.0 linear feet*
- *Biological Sciences Department, 1889-1996, 3.0 linear feet*
- *Chemistry Department, 1995-2002, 2.5 linear feet*

- *Mount Holyoke Club of Long Island, 1937-1977, 1.0 linear feet*
- *Class of 1957, 1956, ca. 1972-2007, 1.4 linear feet*

#### Alumnae Papers:

- *Virginia Hamilton Adair (1933) Papers, .01 linear feet.* Hand-written poem "Snow Falling After it Clears" by Robert Frost to Ada Snell, dated March 4, 1933. Professor Snell gave it as a gift to Adair, whose daughter donated to Mount Holyoke.
- *Mary E. (Bond) Cleveland (1833) Papers, 2.0 linear feet.*
- *Mary Augur Dudley (x1873) Papers 1880-1940, 1.0 linear feet.* Includes an 1868 diary, letters, poems, and photographs.
- *Ursula Hubbard Duffus (1926) Scrapbook, 1922-1926, 1.0 linear feet*
- *Emma Carson Gibb (1909) Scrapbook, 1909, 1.0 linear feet.* Scrapbook includes correspondence photographs, and memorabilia.
- *Frances R. Goulding (1853) Papers, 1 linear feet.* A journal and religious notes.
- *Sandra Iger Kohler (1961) Papers, 1950-2003, 13.0 linear feet.* Additional papers from the poet including correspondence, journals, her M.A. thesis and writings (chiefly poetry.)
- *Tacie Cruthers Mann (1940) Papers, 1936-1941, 1.0 linear feet.* Consists primarily of correspondence.
- *Christine Hubbard Pickett (1921) Photographs, 1884-1959, 1.0 linear feet.* Includes a photograph album of people and scenes in China where Pickett's parents, Ellen (Nellie) Peet Hubbard and George Hubbard were missionaries, and loose photographs of family members.
- *Georgia Kauffman Selsam (1924) Addition to her Papers, 1959, .01 linear feet.* A November 2, 1959 letter, from Selsam to her daughters Eleanor S. Webster and Margaret S. Holmquist, describing a 48 hour visit with Robert Frost in the fall of 1959.
- *Wendy Wasserstein (1971) Papers, 1999-2003, 25.0 linear feet.* A significant addition of literary papers including notebooks, drafts, revisions and final versions of works Pamela's First Musical, An American Daughter, An American in Paris, Antonia & Jane, Bachelor Girls, Ballet Movie, Carnival, Merry Widow, Chicago, Dance Movie, DC Rash Plays, Elements of Style, Festival of Regret, Freckles, Old Money, Miami, Object of My Affection, Old Money, Sisters Rosenzweig, Shiksa Goddess & The Heidi Chronicles. Also includes personal papers, correspondence and photographs.
- *Anna Fairbank Wood (1879) Photograph Album 1883, 1.0 linear feet.* Includes formal photographs of Mount Holyoke students and teachers.

#### Faculty and Presidential Papers

- *Joseph Brodsky Lecture Recordings and Papers, 1980-2002, 3.0 linear feet.* Course records and recordings and transcripts of two courses taught by Brodsky at Mount Holyoke in 1994, correspondence, articles, newspaper clippings relating to courses Brodsky taught at Mount Holyoke and his writings.
- *Mary K. Campbell Papers, 1960-2004, 2.0 linear feet.* Papers of Mary K. Campbell, Mount Holyoke College chemistry professor from 1968-2004, ca.1960-2004. Includes correspondence, department records, reports, memorabilia, and photographs. Some materials restricted until 2043 by order of Donal O'Shea, Dean of the Faculty.
- *Peter Viereck Biographical Material, 2006, 3.0 linear feet.* 3 DVD recordings of the "Legacy of Peter Viereck" program at Mount Holyoke College, November 3, 2006.
- *David B. and Lucy (Louise) Knight Truman Papers, 1995-1997, .3 linear feet.* Correspondence of David B. Truman, President of Mount Holyoke College from

1969-1978, and Lucy (Louise) Knight, 1995-1997. Consists of seven personal letters (four by Truman, three by Knight) discussing their respective activities. Truman's letters include references to Joanne V. Creighton as the new President of Mount Holyoke.

#### Rare Books

- *Atlas do Estado de Brasil, coligido das mais sertas noticias q pode aiuntar do Ieronimo de Ataide, por Joao Teixeira Albermas, cosmographo de Sua Magde, anno 1631* donated by Professor Aya Tanaka.

#### PROCESSING

- Processed 10 collections totaling 75.84 linear feet, encoded and published finding aids for 3 previously processed collections, added a link in 31 XML EAD finding aids to the Digital Collections Database, & added shelf numbers (LD numbers) to 264 XML EAD finding aids.
- Contributed 32 MARC records to OCLC and 33 MARC records to ALEPH describing archival and manuscript collections; digitized & cataloged 466 items (22 compound objects); added 5 new titles to the rare book collection and transferred 25 books from the main collection.
- Digitized audio recordings of Joseph Brodsky lectures to create a reference copy as well as a master digital file.

#### Manuscript collections

Alice Van Ess Brewer Papers, MS 0848, 0.42 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm320\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm320_main.html)

Annie S. James Burling Papers MS 0846, 0.2 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm326\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm326_main.html)

Mary E. Whitman Eddy Papers MS 0851, 0.2 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm323\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm323_main.html)

Mary McLean Hardy Papers, MS 0755, 0.62 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm329\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm329_main.html)

Mary McHenry Papers, MS 0845, 11.5 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm319\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm319_main.html)

David B. Truman Papers MS 0847, 8 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm321\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm321_main.html)

Barbara J. White Papers, MS 0849, 2.1 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm322\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm322_main.html)

#### College Records

Mount Holyoke College. Office of the President. David B. Truman Records, RG 4.17 15.62 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm327\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm327_main.html)

Mount Holyoke College. Office of the President. Joanne V. Creighton Records. RG 4.21, 35.18 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm317\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm317_main.html)

Mount Holyoke College. Second Amendment Sisters Records RG 25.3.4, 2.0 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm318\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm318_main.html)

#### Finding Aids

Wendy Wasserstein Papers MS 0844, 30.0 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm325\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm325_main.html)

Mary Lyon Collection MS 0500, 26.5 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm282\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm282_main.html)

Chemistry Department Records RG 18.9.2, 28.1 linear ft.

[http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm316\\_main.html](http://asteria.fivecolleges.edu/findaids/mountholyoke/mshm316_main.html)

## COLLECTION MANAGEMENT

- Completed shelf-read in Dwight stacks, fall 2006.
- Beta Tested Archivists Toolkit, Fall 2006
- Migrated accession data and all finding aids from MINARET to the Archivists Toolkit, spring 2007
- Increased security in reading room by changing researcher registration practice and rearranging furniture, reducing items viewed at a time.
- Met with John Bryant, Paul Breen and Scott Coopee regarding collocation of Archives and Special Collections, an item now on the MHC Capital Projects list, spring 2007.
- Updated faculty legislation regarding honors papers formats.
- Posted online policy for Electronic Records Management  
<http://www.mtholyoke.edu/lits/library/arch/gs/rules/erecords.shtml>  
& Email <http://www.mtholyoke.edu/lits/library/arch/gs/rules/email.shtml>
- Participated in development of Site Naming Policy for ELLA based on the Record Group Naming Conventions  
<http://www.mtholyoke.edu/lits/library/arch/col/actoc.shtml>. All Ella site names are vetted through Archives and Special Collections.
- Surveyed Elizabeth Pyle's office (new registrar)

## TEACHING

Staff taught or led 11 undergraduate classes, comprised of 156 students, how to conduct research using historic collections (both primary resources and rare books.)

Students in the following courses used sources from *Special Collections* for one or more class meetings and subsequent assignments:

*English 200*, Introduction to the Study of Literature, Peter Berek (12 students)

*English 311*, Chaucer's Stories and Tellers: The Canterbury Tales, Carolyn

Collette (18 students)

*English 319*, The English Language, Carolyn Collette (22 students)

*Medieval Studies 101*, Picturing the Middle Ages, Margaret Switten (12 students)

*Spanish 244*, Foundations of Spanish Literature, Nieves Romaro-Diaz (11 students)

Jennifer and Patty met with faculty and students in the following courses to give them an overview of collections, *conducting primary research*, and lead them through a close-reading exercise using a single piece of correspondence as an introduction to other sources in the collections:

*Art History 360*, Indian Photography, Ajay Sinha (8 students)

*Educational Studies 260*, Mission and Market: Higher Education Reconstruction, Jesse Lytle (8 students)

*Gender Studies 201: Introduction to Feminist Methodologies*, Mary Renda (6 students)

*History 275, American Women's History Settlement to Reconstruction*, Jane Gerhard (16 students)

*History 276, U.S. Women's History Since 1880*, Jane Gerhard (8 students)

*Psychology 200, Research Methods in Psychology*, Gail Hornstein (35 students)

## OUTREACH

### EXHIBITS

- “*Ella Grasso Papers*”, Archives Lobby, March 2006 – September 2006
- “*Writings about Mount Holyoke*” July 2007 - January 2007
- “*Changing the Face of Medicine, Celebrating America’s Women Physicians*” Women in Politics Room of Williston Library, Aug 26, 2006- September 31, 2006.
- “*Frankly How Did She Do It? Virginia Apgar 1909-1974*” Women in Politics Room of Williston Library, Aug 26, 2006- September 31, 2006.
- “*Everlastingly Sticking At It: A Country Doctor Helps to Change the Face of Medicine, Mary Phylinda Dole (1862-1947)*” Women in Politics Room of Williston Library, Aug 26, 2006- September 31, 2006.
- *Poster Session* depicting research findings from Sociology 224’s students on the topic of the Mount Holyoke science curriculum and alumnae in medicine. Produced by Hampshire College student Nadiva Sternman with funding from the Weissman Center for Leadership.
- “*Valentine Greetings: Shifting from Howland to Hallmark*” Archives Lobby, February 2007 <http://www.mtholyoke.edu/lits/library/arch/exhpro/exhibits/valentines.shtml>
- “*New Acquisitions in Archives and Special Collections*” Archives Lobby, March-April 2007
- “*25<sup>th</sup> and 50<sup>th</sup> Class Anniversaries*” for Reunion I and II, Archives Lobby, May, 2007
- “*Objectmania: An Exhibition of Objects Expected and Unexpected*” Archives Lobby, June 4, 2007 – September 1, 2007  
<http://www.mtholyoke.edu/lits/library/arch/exhpro/exhibits/objects.shtml>

### EVENTS

#### *Changing the Face of Medicine, Celebrating American’s Women Physicians*

- Opening Talk and Reception, September 14, 2006 Dr. Lori Arviso Alvord, Associate Dean of Student and Multicultural Affairs at Dartmouth Medical School, author of *The Scalpel and the Silver Bear* (1999) Dwight 101 6 PM, Reception and Book Signing: Stimson Room, 7 PM
- Talk and Reception, September 21, 2006 Dr. Joan Reede, MD, MPH, MS, Dean for Diversity and Community Partnership at Harvard Medical School. Dwight 101 6 PM, Reception: Stimson Room, 7 PM
- Alumnae Panel and Reception, September 28 *Mount Holyoke Women Changing the Face of Medicine* Dr. Gloria Johnson-Powell '58, M.D.; Elizabeth Onyemelukwe Garner '89, M.D., M.P.H.; and Emily Weber LeBrun '96, M.D. Event sponsored by the Alumnae Association and the Mellon Foundation., Hooker Auditorium, 7 pm. Reception: Stimson Room, 8:30 PM

- Public School Field Trips – Coordinated trips for 360 students from 8 middle and high schools to visit the exhibition. The students, their teachers and chaperones from Chicopee, Holyoke, Springfield, Easthampton and Northampton reflected on the opportunities afforded by education by watching interviews with women physicians in fields of robotics, forensics, surgery, sports medicine, community health and touring the exhibit. A teacher orientation was held before the exhibit to encourage use of the curricular materials. Funding provided by the Mount Holyoke Inclusiveness Initiatives Fund.
  - School Visits
    - William J. Dean Technical High School, Holyoke, MA (35 students grades 9-12)
    - Elias Brookings Museum Magnet School, Springfield, MA (60 6th grade students)
    - Easthampton High School, Easthampton, MA (25 9th-12th grade students)
    - High School of Commerce, Springfield, MA (18 students 9-12th grades)
    - Putnam Vo Tech High School, Springfield, MA (25 students, 9-12th grades)
    - White Brook Middle School, Easthampton, MA (45 8th grade students)
    - West Springfield Middle School, Springfield MA (45 6th grade students)
    - Chicopee High School, Chicopee, MA (26 9-12th grade students)
    - Northampton High School, Northampton, MA (40 9-12th grade students)
  - Teacher Orientation to the exhibit and lesson plan materials, 9/5/2006

#### *Reunion Weekend*

- Archives and Special Collections was open to the public from 1-5 on Saturday May 26 and June 2 during both Reunion weekends

#### TALKS, PRESENTATIONS, WORKSHOPS

- Jennifer gave an overview of collections and resources for the scholars at the Five College Women's Resource Center, September, 2006.
- Jennifer arranged for a demonstration in LITS of the Kirtas APT BookScan Gold equipment. February 2, 2007.
- Jennifer gave a talk on the Archivists Toolkit as part of a panel discussing Collection Management Software at the New England Archivists Spring Meeting, 2007, Chelmsford, MA March 31, 2007.
- Jennifer joined colleagues Tamra Hjermsted and James Gehert in giving an overview of the NITLE symposium on Digital Asset Management at Smith in March 2007 to a LITS All-Staff meeting, May 4, 2007
- Jennifer led a MHC Student Programs Tour of Archives and Special Collections, April 19, 2007
- Hosted Society of American Archivists Advanced Electronic Records Workshop, June 25-26, 2007
- Jennifer gave a talk about Mount Holyoke's programming for the Women in Medicine exhibit as part of a session on "Partnerships Produce Successful

Cultural Programs" at the American Library Association Annual Conference, Washington DC, June 24, 2007.

## ARCHIVES AND SPECIAL COLLECTIONS IN THE NEWS/PUBLICATIONS

### Interviews

- WAMC interviewed Patty for an on-air segment about the Valentine's exhibition, February 2007  
<http://www.mtholyoke.edu/lits/library/arch/exhpro/exhibits/valentines.shtml>

### Articles

- "MHC to celebrate women physicians, Traveling exhibition opens Sept 1." *Town Reminder*, Vol. 39, No. 25, August 11, 2006
- "Changing the Face of Medicine: Celebrating America's Women Physicians" *Wrapper: the newsletter of the Western Massachusetts Regional Library*, July/August 2006
- MHC Today Campus News:
  - LITS Exhibition Highlights Women Physicians, 8/2/2006  
<http://www.mtholyoke.edu/offices/comm/news/newsfull.shtml?node=4512617&full=1>
  - Mount Holyoke to Host "Changing the Face of Medicine: Celebrating America's Women Physicians", 8/3/2006  
<http://www.mtholyoke.edu/offices/comm/news/newsfull.shtml?node=4515211&full=1>
  - Harvard Med School Dean Discusses Diversity, 9/22/2006  
<http://www.mtholyoke.edu/offices/comm/news/newsfull.shtml?node=4699611&full=1>
  - MHC's Virginia Apgar Featured in September 28 Talk  
<http://www.mtholyoke.edu/offices/comm/news/newsfull.shtml?node=4725263>
- Snell, Maryann Teale "MHC Medical Pioneers Featured in National Exhibit", *Alumnae Matters*, *Mount Holyoke Alumnae Quarterly*, Fall 2006
- Alumnae Panel and Reception Changing the Face of Medicine: Celebrating America's Women Physicians By Shoshana Walter '07, *Alumnae News & Events*, <http://www.alumnae.mtholyoke.edu/news/panel.php>
- "Changing the Face of Medicine" *The Women's Times Pioneer Valley*, September 2006.
- "MHC Archives Hosts Object Mania Exhibit", Mount Holyoke College Office of Communications, June 28, 2007.  
<http://www.mtholyoke.edu/offices/comm/news/newsfull.shtml?node=5320849>
- "Object Mania exhibition at College Archives" *Candid Campus*, Mount Holyoke College Office of Communications, June 28, 2007.  
[http://www.mtholyoke.edu/offices/comm/news/candid.shtml?gal\\_num=141](http://www.mtholyoke.edu/offices/comm/news/candid.shtml?gal_num=141)

### Calendar Listings, Changing the Face of Medicine, September 2006:

Amherst Area Chamber of Congress, <http://www.amherstarea.com/events/index.cfm>  
Daily Hampshire Gazette,  
[www.dailyhampshiregazette.com/entertainment/exhibits.cfm](http://www.dailyhampshiregazette.com/entertainment/exhibits.cfm)

Greater Northampton Chamber of Commerce,  
<http://www.explorenorthampton.com/visitor/event>  
Five College Program in Culture, Health, and Science  
<http://www.fivecolleges.edu/sites/chs/events/>  
New England Archivists, <http://www.newenglandarchivists.org/activities/events/>

### **Newsletter**

- Newsletter Spring 2007,  
[http://www.mtholyoke.edu/lits/library/arch/news/sp2007/2007\\_newsletter.pdf](http://www.mtholyoke.edu/lits/library/arch/news/sp2007/2007_newsletter.pdf)  
Distributed by campus mail to all faculty and students, some donors and friends,  
and available in the Archives and Special Collections reading room.

### **Outreach to Archivists**

- Patty met with a Simmons College GSLIS student for a detailed discussion of appraisal policies and practices followed in Archives and Special Collections, for an appraisal course as part of her graduate studies at the Simmons College Graduate School of Library and Information Science.
- Jennifer met with a student from Simmons GSLIS and an archivist at the Harvard Forest Archives to demonstrate the Archivists Toolkit

## **ADMINISTRATIVE/LITS/MHC/5 COLLEGES**

### **LITS Committees**

- Campus Design Advisory Committee (CDAC) – Jennifer
- LITS Operations Group – Jennifer
- ATS - Jennifer
- ELLA Procedures Working Group – Jennifer (fall 2006)
- DSpace Working Group – Jennifer
- January Retreat Working Group – Jennifer
- Cultural Programming Working Group – Jennifer convened in fall 2006 and chairs.
  - Patricia Albright has contributed and participated Fall 2006 and Spring 2007

### **Five College Committees**

- Five College Archivists – Jennifer
  - Jointly developed metadata standards for digital objects with Margy Jessup, approved by group spring 2007
  - Served as webmaster
- Archivist Toolkit Archives Analyst Search Committee – Jennifer, spring 2007
- Museums 10 Programming Committee – Jennifer, spring 2007
  - Books to Blogs and Back Programming Committee, Jennifer spring 2007

## **PROFESSIONAL DEVELOPMENT**

### **Conferences**

- Society of American Archivists Annual Meeting, Aug 2-5, 2006, Washington, DC – Jennifer attended
- NITLE symposium on Digital Asset Management at Smith College, Jennifer attended March 11-12, 2007
- New England Archivists Spring Meeting, Chelmsford, Mass – Jennifer attended and gave a talk about Mount Holyoke's use of the Archivists Toolkit, March 31, 2007

- American Library Association Annual Conference. Jennifer gave a talk about Mount Holyoke's programming for the Women in Medicine exhibit as part of a session on "Partnerships Produce Successful Cultural Programs", Washington DC, June 24, 2007.
- Jennifer organized, hosted and participated in an "Advanced Electronic Records" workshop sponsored by the Society of American Archivists and held at MHC on June 25-26, 2007.

#### Training

- Patty participated in a workshop about "Creating a Respectful Workplace: Diversity for the 21<sup>st</sup> Century." Jan. 18, 2007
- Patty attended Pioneer Valley Training programs in the use of Microsoft Access and Microsoft Publisher, January 2007.
- Jennifer and Patty attended a web seminar concerning the latest upgrade of CONTENTdm management system, May 10, 2007
- Patty attended a web seminar offered by the Society of American Archivists concerning the pdf/a standard at Smith College, Feb 5, 2007.
- Jennifer, Patty, and student assistant Katy Patrick attended CMS training sessions, June 2007

#### **PERSONNEL**

FULL-TIME: Patricia Albright, Jennifer Gunter King, Danielle Ryan (July-November)

PART-TIME: Nancy Devine

#### STUDENT ASSISTANTS

Julie A. Singley, 2008 (July, 2006 – June, 2007): reference questions; scanning images and adding

metadata to the Digital Images Database using CONTENTdm; prepared container lists for Office of the President. David B. Truman and Joanne V. Creighton Records as well as Chemistry Department Records.

Rachel E. Bickel, 2007 (September 2006 – May 2007) Paired and shelved rare books, completed

condition reports for rare books lent for exhibition; assisted in analysis of atlas purchased; designed and contributed to departmental newsletter; mounted Valentine exhibition; typed call slips for cataloged Seminary textbooks.

Charlene Van Dijk, 2007 (September 2006 – April 2007): processed papers of David B. Truman;

reference questions

Kathryn (Katy) Patrick, 2009 (September 2006-June 2007): reference questions; re-shelving; deceased

alumnae files; internal filing; web site work

Autumn Winslow, 2008 (September 2006-May 2007): processed papers of Alice Van Ess Brewer,

Annie S. James Burling, and Barbara J. White; arranged and described Mary Emma Woolley Papers; reference questions

#### INTERNS

*Simmons College Graduate School of Library and Information Science Program at MHC:*  
Digital Collections Interns –

- Molly Brown (December 2006) – researched best practice metadata standards, scanned images for researchers and added metadata for images for the Digital Images Database
- Adam Novitt (February - March 2007) - scanned images for researchers and added metadata for images for the Digital Images Database

Processing Intern – Joyce Clifford, 2005 For a credit-bearing course, arranged and described papers of Mount

Holyoke College Board of Trustees Finance Committee Records and the personal papers of Adeline Kelsey (1868)

*Mellon Library Interns*

Jennifer A. Smith, 2007 (July 2006-August 2006) Assisted in preparing for the Changing the Face of

Medicine exhibit. Included web development, coordinating the student trips and the teacher

orientation, posting notices of the exhibition to area calendars and in regional publications, attended planning meetings, helped set the exhibit up, arrange receptions, display Sasha Mullaly's exhibit on Mary Phylinda Dole, bring together Nadiva Sternam's poster session.

**VOLUNTEERS**

- o Erin Fahey, 2007 (April-May 2007): worked on arranging and describing papers of Virginia Hamilton Adair (1933)
- o Glynnis Gilbert, 2007 (October 2006-May 2007): surveyed additional papers of Sandra Iger Kohler (1961)
- o Amanda Leinberger, 2007 (January 2007): removed mold from two boxes of Charlotte Montgomery Papers
- o Clara R. Ludwig, Class of 1937, prepared summaries of 12 manuscript collections