



Archival Arranger

Volume 20, Winter

February 2013

A letter from the Chair

Dear Delaware Valley Archivists,

I'm looking forward to serving as chair this year, and to a rejuvenated and exciting 2013.

We're now joined by Laurie Rizzo as our new vice chair / chair-elect, Celia Caust-Ellenbogen as our new membership coordinator, David Stanionas as our new Web Coordinator, Courtney Smerz as *Arranger* editor, and Bayard Miller as member-at-large. Many thanks to them for agreeing to join us and already starting to do some great work for the DVAG community. I'd also like to take this space to thank Margaret Graham, our outgoing past-chair and Scott Ziegler,

our outgoing member-at-large for their service.

The planning committee met a few weeks ago to discuss our plan for this year, and already we have a few exciting things in mind.

The most immediate change that you'll notice is our approach to publications. DVAG currently has two publication platforms -- our blog and the *Archival Arranger*. Both have their advantages, but both are unfortunately chronically short on submissions. The newsletter is a static record of what happened during a particular window of time. A blog can be integrated into readers' other reading habits (RSS reader of their choice) and

can offer more flexible authoring tools.

Going forward, we hope to offer the best of both worlds. DVAG planning committee members will take responsibility for creating or finding more blog content and updating the blog more often. Then, three times a year, we'll bring together the best of the blog (as well as newsletter-specific items), and turn them into the *Arranger*, which will be delivered to your inbox.

We hope that the membership, as a whole, will take this opportunity to use the DVAG blog as a platform for

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Archival Arranger to change format, February 21, 2013

On February 21, the *Archival Arranger* will change over to a blog format, and article submissions will be accepted and published on a rolling basis. Please continue to share news from your repositories, information on upcoming events, job announcements, and reviews of meetings, conferences and workshops. We want to

hear about anything and everything related to archives in the Delaware Valley!

Why change now?

This crossover has been in the making for several years, since we revamped the website back in 2009. At that time, the *Arranger Online* was instituted with the intention of transitioning the newslet-

ter into a blog format. The idea then, as it is now, was that the blog format is timelier, allowing DVAG and its members to share news, opinions and ideas as they occur, rather than several weeks (or even months) later. Well, we were not quite ready to do it then, but

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Call for Volunteers and Ideas, Archives Month Philadelphia

October 2013 is American Archives Month, and DVAG wants to revitalize a once enthusiastic and strong local effort, here in the Delaware Valley.

Back in the 1990s, Philadelphia repositories and DVAG hosted a calendar packed with fun and creative events, including lectures on journalists' use of archives, airing of audio recordings on radio stations WMMR and WFLN, historian-led neighborhood walking tours, family heritage day workshops, and even an

appearance by Ed Rendell! Let's resurrect some of this great programming and come up with some ideas of our own, to profile and raise awareness about the work we do, our institutions and our diverse users.

Behind-the-scenes tours, exhibitions, film screenings, lectures and workshops are all possibilities. Anyone with ideas or initiatives already planned for Archives Month or who would like to volunteer to serve on the planning committee, contact John Pettit:

jpettit@temple.edu

Let's make Archives Month Philadelphia 2013 one to remember!

**Have an idea
for Archives
Month?**

Email John:
jpettit@temple.edu

New format for *Arranger*, continued from page 1

we are ready now. We are giving our website a facelift and putting the *Arranger Online* front and center!

How will it work?

Articles submissions will be accepted and published as they come in, effective February 21. Please keep articles under 500 words (about 1 page, single spaced), and feel free to include photographs. Officer reports will be published on par with the old schedule: September, January and May. Send your submissions to Courtney Smerz at arranger@dvarchivists.org. For record-keeping purposes, posts to the *Arranger Online* will be harvested and republished in a PDF format three times a year: September, January and May.

What will be published?

The *Arranger Online* will be a place to share information about our profession, especially as it pertains to the Delaware Valley. We will continue to publish repository news stories, job postings and event announcements, like always.

We are hoping include more varied content and to do better at keeping membership informed of our own activities. To this end, we will be soliciting regular reviews and synopses of conferences and workshops, and DVAG meetings and other initiatives, like Archivists Being Awesome (ABA) and Resume and Interview Bureau. If you are interested in covering an upcoming DVAG event, please contact Courtney Smerz at

arranger@dvarchivists.org.

What if I do not read blogs?

Not to worry. For those of you who prefer the newsletter format, we will harvest blog posts on the old schedule – in September, January and May – and distribute this information in PDF to the listserv.

**Check out
Arranger Online
February 21
[http://
dvarchivists.org/](http://dvarchivists.org/)**

Letter from the Chair, continued from page 1

news and your professional musings. Don't hesitate to get in touch with Courtney if you have something that you would like to contribute!

We're also planning to do a serious push toward public

programming for Archives Month in October, under the leadership of John Pettit. Please feel free to be in touch with him if you would like to start helping during these early stages of planning.

As always, I look forward to a great year of programming (spearheaded this year by Laurie Rizzo) and the chance to interact with colleagues across the region.

All my best,
Maureen Callahan

Membership report

DVAG wrapped up the 2012 membership year with 211 active members, including 40 new members!

Please join me in welcoming the most recent additions to our roster: Laura Bees, Skylar Harris, Carey Hedlund, Samuel Levine, Andrew Lippert, Christine Perella, Erik Rau, Samantha Spott, Lydia Smith, and John Whitman. We look forward to meeting you all at the next DVAG meeting!

On behalf of the planning committee, I want to thank Leslie Morris-Smith, Pamela Powell, Amey Hutchins, Andrew Mangravite and others for giving generously to DVAG this year.

The 2012 Membership Directory was distributed via the listserv on January 11; let us know if you did not receive it.

I'd also like to take this opportunity to officially intro-

duce your new Membership Coordinator, Celia Caust-Ellenbogen.

Celia took over January 1, and has been hard at work. On January 27, she distributed a letter to the membership regarding your individual member statuses. Please contact Celia with any questions or concerns about your status:

membership@dvarchivists.org

DVAG News and Updates



Have an interview coming up and want to practice your skills?
Need help with your resume or cover letter?

Contact DVAG's
Resume and Practice Interview Bureau
and get a mentor today!

chair@dvarchivists.org

Treasurer's report

	DVAG	THATCamp*	TOTAL
Balance on December 31, 2011	\$9,617.01	\$1,126.86	\$10,743.87
Balance on March 31, 2012	\$9,997.54	\$1,126.86	\$11,124.40
Balance on June 30, 2012	\$10,054.52	\$1,126.86	\$11,181.38
Balance on September 30, 2012	\$9,367.31	\$1,466.41	\$10,833.72
Balance on December 31, 2012	\$10,602.86	\$326.41	\$10,929.27

	Budget	1st Q	2ndQ	3rdQ	4thQ	YTD
Income:						
Interest	40	7.15	7.43	7.58	5.83	27.99
Dues 3 yr	1000	390	60.00	210.00	810.00	1,470.00
Dues 1 yr	1000	288	168.00	180.00	588.00	1,224.00
Donations	200	13	0	0	15.00	28.00
Other	0	0	0	0	0	0
Total:	2,240	698.15	235.43	397.58	1,418.83	2,749.99
Expenses:						
Web-site/Domain	140	26.85	42.73	26.85	26.85	123.28
Refreshments	400	120	40	40.00	125.49	325.49
PO Box	90	0	90	0	0	90
Membership Dir	50	0	0	0	0	0
IRS Tax	0	151.16	0	0	0	151.16
Misc. expenses	250	0.50	0	0	0	0.50
Prof. Development						
Grant**	1000	0	0	1000	0	1000
Workshop fund	500	0	0	0	0	0
PayPal fees	60	19.11	5.72	17.94	30.94	73.71
Total:	2490	317.62	178.45	1,084.79	183.28	1,764.14
Surplus/(Deficit)	(250.00)	380.53	56.98	(687.21)	1,235.55	985.85

*THATCamp funds are held by DVAG as a courtesy

**2012 only: \$500 increase in Professional Development Grant

2013 Membership Renewal Form

Membership in the Delaware Valley Archivists Group (DVAG) is open to all individuals including regular and volunteer personnel of state and local historical societies; college and university archives and special collections; federal, state, and local archives and records centers; museums; libraries; business firms; educational, religious, and medical institutions; and other groups who collect, preserve, and make historical materials available for research use.

Dues for the 2013 January-December year are \$12.00. **Or you may pay for three years (January 2013-December 2015) for \$30 — a \$6 discount.** Please consider adding a few additional dollars to your check. A little goes a long way toward our goal of enhancing and expanding the benefits of your DVAG membership. **Now you may also pay online by credit card.** Go to the DVAG web site "[Membership](#)" page and follow the directions.

For more information, contact Celia Caust-Ellenbogen, DVAG Membership Coordinator, at membership@dvarchivists.org.

Contact information provided below will be included in the 2012 DVAG membership directory. The email address provided below, if different from what is currently in our records or on the listserv, will be changed in both locations unless noted otherwise.

Name: _____ Date: _____
 Institution: _____
 Address: _____
 City: _____ State: _____ ZIP: _____
 Phone: _____ Fax: _____
 Email: _____

2013 dues \$12.00 OR	\$ _____
2013-2015 dues \$30.00	\$ _____
Contribution (optional)	\$ _____ (contribution is not tax deductible)
TOTAL	\$ _____ (check or money order payable to DVAG)

DVAG would like to acknowledge members who make additional contributions with a notice in the DVAG newsletter, *The Archival Arranger*. If you prefer not to be listed by name, check here: _____.

Mail to: DVAG, P.O. Box 17162, Philadelphia, PA 19105-7162

The John J. Wilcox Jr. Archives of Philadelphia

This past year, the John J. Wilcox Jr. Archives at the William Way Community Center, one of the largest LGBT archives in the country, was lucky to be part of two exciting local programs: the Conservation Center for Art and Historic Artifacts' Stewardship Program, and the Historical Society of Pennsylvania's Hidden Collections Initiative for Pennsylvania Small Archival Repositories.

The CCAHA helped us to

evaluate our conservation needs and the Hidden Collections Initiative evaluated our content and also began including our finding aids and catalogues on PACSCL's online public access catalogue (<http://dla.library.upenn.edu/dla/pacscl/index.html>). We are extremely grateful to both the HSP and the CCAHA.

In addition, in May of 2013, the Archives will mount a four month long exhibit called "Private Lives in Pub-

lic Spaces" in the Philadelphia History Museum's community gallery. The exhibit will focus on how the Archives uses the artifacts and ephemera it preserves to instill a sense of pride, purpose and historical continuity in Philadelphia's LGBT community.

Bob Skiba, Archivist
The William Way LGBT
Community Center

News from Special Collections Research Center, Temple

As we work to bring Temple's archives and special collections together within the new Special Collections Research Center, we are pleased to report on some changes and new staff members.

In the first half of 2012, two project archivists joined the staff—Jessica Lydon as the one-year Philadelphia Jewish Archives collections project archivist and Courtney Smerz as the two-year Franklin Littell project archivist.

Jessica's charge was to enhance access tools, process collections, and add finding aids to our new website. Effective February 1, Jessica will become a permanent Associate Archivist in the SCRC, managing the PJA collections. Courtney and her team of students are processing the over- 400-

foot Littell collection, documenting Franklin Littell's work as a father of American Holocaust studies and his interests in sects, peace and reconciliation, and a host of other topics. Both have been blogging about their work at <http://sites.temple.edu/historynews/>.

In October 2012, Katy Rawdon joined us a Coordinator of Technical Services, with the challenging task to bring standards and best practices in arrangement and description, cataloging, etc. to the large, varied, and rich holdings of the SCRC. She is coordinating access to Temple's rich holdings, and, as we plan for a new library building on Broad Street (c. 2016), her work managing the collections will be crucial for space and moving planning.

Josué Hurtado will join us early in March 2013 as Coordinator of Public Services and Outreach with responsibilities for coordinating our reference, web content, exhibits, instruction, tours, and other student and public-facing programs. We moved to a single reading room in July and continue to bring our policies and procedures into line with current standards for archives and special collections.

And in early January, we celebrated Tom Whitehead's over 45 years of service at Temple. He retired from the position of Senior Curator for Rare Books and Manuscripts and leaves behind an unmatched legacy of collection building.

Margery N. Sly
Director, Special Collections Research Center

Archival Project on Leopold Stokowski and the Philadelphia Orchestra



Leopold Stokowski
Photo courtesy of Philadelphia
Orchestra Association
Archives

The 2012-2013 concert season of the Philadelphia Orchestra marks the one hundredth anniversary of the appointment of Leopold Stokowski as the Orchestra's Conductor.

Over the course of his twenty-nine-year tenure with the PO, Stokowski developed it into one of the world's greatest musical ensembles and helped estab-

lish Philadelphia as a center of excellence and innovation in classical music.

As part of its activities to recognize the Stokowski Centennial, the Orchestra engaged Jack McCarthy as Consulting Archivist to locate archival documents, artifacts, and information to be used in celebrating the Stokowski-Philadelphia Orchestra legacy.

Working primarily with the Orchestra's extensive archives, which are housed in the Academy of Music, and the Stokowski Collection at the University of Pennsylvania Rare Book and Manuscript Library, Jack developed a number of exhibits and presentations on various aspects of Stokowski's history with the PO. A highlight of the Stokowski Centennial celebration was a series of concerts in June 2012 at the Academy of

Music that were recreations of original early twentieth century Stokowski/PO programs. These concerts featured archival displays throughout the Academy of Music as well as projections of archival images on stage before and during the concerts.

For the current October 2012-May 2013 PO season there are several sets of concerts that focus specifically on the Stokowski legacy. These concerts feature archival exhibits in the lobby of the Kimmel Center.

Jack occasionally blogs on Stokowski's history with the PO on the Orchestra's website: <http://www.philorch.org/topics/stokowski>.

Jack McCarthy, Consulting Archivist

Monmouth County Archives' acquires *Home News Tribune*

In 2012, the *Home News Tribune* (HNT), a newspaper serving the New Brunswick, New Jersey, area, moved its offices and decided to discard a large quantity of archival material. The Monmouth County Archives has

acquired files of HNT clippings and photographs pertaining to Monmouth County (mostly Western Monmouth) subjects and people. However, most of the HNT records pertain to Middlesex County, where

the New Brunswick Public Library has taken a leading role in distributing Middlesex-related materials to local repositories.

Gary D. Saretzky, Archivist
Monmouth County Archives

Repository News

**Want to cover an upcoming meeting, workshop
or event for the *Arranger*?**
Contact Courtney at arranger@dvarchivists.org

New Gallery exhibition at UD Library

The University of Delaware Library announces the opening of a new exhibition, “In Focus: Photography from Daguerreotype to Digital,” which will be on display in the Special Collections Exhibition Gallery on the second floor of the Morris Library from January 29, 2013, through June 16, 2013.



Miss Ethel Stourton with her camera, a friend on tour with the Bringhurst family, in Cimiez, a hilltop neighborhood in Nice, France, circa 1890. Shipley-Bringhurst-Hargraves family papers, Special Collections, University of Delaware Library

“In Focus: Photography from Daguerreotype to Digital” reflects the technological evolution of photographic processes from 1839 until the present, at the same time presenting themes of photography as an indelible artistic, documentary, social, scientific, and educational force since its inception.

Photography was once touted as the most democratic art form. The early availability of prints, the affordability of cameras, and a user-friendly developing process allowed both the specialist and the amateur not only to consume photographs but also to quickly produce them. The emergence of digital photography is yet one more step in the technological evolution of photographic reproduction—and the ease of taking, reproducing, and manipulating photographs is more apparent than ever. Now, the rapid transition to digital photography and the exponential access to digital imaging prompt a new appreciation of the traditional methods of photography, which quickly have become historic processes. Photographs printed with early transfer and negative/positive film processes in

creasingly have become rare artifacts with vulnerable physical properties, and photography once again stands at a familiar crossroads between technology, accessibility, history, and art.

The Library exhibition features a rich array of books, trade and technical catalogs, original photographs from manuscript and image collections, as well as images from the Library’s growing digital collections. “In Focus” is organized around several themes: 1) an historical overview of the technology and advances in photographic processes from daguerreotypes to digital images; 2) the emergence of photography as an art form, from Pictorialism and early photography salons to portraiture to contemporary use by book artists; 3) the applications of photography in the sciences, from the detailed study of nature to geographic surveys of landscape to representation of the engineered environment; 4) the reflection of social aspects of life as captured through travel, vacations, and family activities in both formal and informal gatherings; and 5) the importance of photography as part of the historical record since the mid-19th century.

Printed material related to photography in Special Collections includes important rare publications such as [Alexander] Gardner’s *photographic sketch book of the war* (1865) and Edward S. Curtis’s *The North American Indian* (1907-1930). Colorful advertising ephemera from Kodak, Graflex, and other firms as well as salon catalogs and exhibit programs such as *Pictorial landscape*

photography by the *Photopictorialists of Buffalo* (1921) are from the extensive photography collection of the late William I. Homer, H. Rodney Sharp Professor Emeritus of Art History. The exhibition features several titles with Delaware connections: *Under sea with helmet and camera: experiences of an amateur* by A. Felix Du Pont (with photographs taken by the author, 1940); Crawford Greenewalt's *Hummingbirds* (1960), which advanced the study of his subject with the use of high-speed photography; and *The Heart sees better than the eye* (2000), which represents the photographic legacy of the late University of Delaware photographer Robert I. Cohen.

"In Focus" will include a number of original portraits by celebrated photographers such as Yousuf Karsh, Berenice Abbott, Cherie Nutting, Karl Bissinger, Christopher Felver, Allen Ginsberg, and Cecil Beaton. The exhibition will also feature extraordinary specimens of nearly every type of photography—daguerreotypes, albumen prints, cyanotypes, and more—drawn from manuscript collections such as the Shipley-Bringhurst-Hargraves family papers, the George Handy Bates Samoan papers, the James Maxwell papers, the G. Burton Pearson, Jr. papers, the Willard Stewart WPA and HABS photographs collec-

tion, Paul W. Knauf, Jr. World War II photograph collection, the William I. Homer papers, and many other collections.

The scheduling of "In Focus: Photography from Daguerreotype to Digital" coincides with another important UD photography exhibition, "Gertrude Käsebier: The Complexity of Light and Shade," which will be on view in the Main Gallery of the Old College Gallery from February 6, 2013, through June 28, 2013, with a special symposium to be held in March 2013. Outside of the Library of Congress, UD holds the second largest collection of Käsebier's photographs in the world. Gertrude Käsebier was among the most important American pictorialist photographers and a founding member of Alfred Stieglitz's Photo-Secession. Information about the Old College exhibition and related symposium is available [<http://www.udel.edu/museums/calendar.html>]

The Morris Library exhibition "In Focus: Photography from Daguerreotype to Digital" is curated and designed by Maureen Cech, assistant librarian in the Manuscripts and Archives Department, and L. Rebecca Johnson Melvin, librarian and head, Manuscripts and Archives Department and curator of the Joseph R. Biden, Jr. senatorial papers. Assistance with installation



Portrait in a natural setting of Estelle Cochran Pearson (1871-1947) of Middletown, Delaware, and mother of G. Burton Pearson, Jr., circa 1888. G. Burton Pearson, Jr., papers, Special Collections, University of Delaware Library.

of the physical and online exhibition was provided by Anita Wellner, library assistant III in the Manuscripts and Archives Department, and Laurie Rizzo, assistant librarian in the Special Collections Department.

The exhibition will be available online [<http://www.lib.udel.edu/ud/spec/exhibits/photography/index.html>]

Access to selected digital collections of photographs from manuscript and archival collections at the University of Delaware Library may also be viewed online at <http://www.lib.udel.edu/digital/index.php>.

**"In Focus"
now at UD
Library**

Workshop Review: “Digital Forensics for Archivists”

Katy Rawdon, Coordinator of Technical Services
Special Collections Research Center, Temple University

On December 3, I had the opportunity to attend the Society of American Archivists workshop, “Digital Forensics for Archivists” (SAA workshop #1365). The one-day workshop was graciously hosted by the American Philosophical Society, and is part of the Digital Archives Specialist (DAS) Curriculum and Certificate Program.

What is digital forensics, you may ask? Good question. It is the identification, recovery, and preservation of digital information. The origins of digital forensics are in law enforcement and the legal profession: in order to build a case of evidence against a suspect,

digital records in a wide variety of formats must frequently be obtained, transferred, protected, and their authenticity ensured – not so different from archival goals in working with digital collections, particularly those in obsolete formats. From an archivist’s perspective, digital forensics begins to answer the ever-popular question of how to deal with those boxes of old, outdated floppy disks stored in the back of the vault.

Our instructor for the day was Christopher (Cal) Lee, Associate Professor at the School of Information and Library Science at the University of North Carolina, Chapel Hill. A well-known expert on digital collections, the fact that he teaches this class was a strong motivating factor in my decision to attend. In addition to his

extensive knowledge of the subject of digital forensics, he is an engaging, entertaining, and clear teacher.

The pre-class readings — “Digital Forensics and Born-Digital Content in Cultural Heritage Collections,” by Matthew G. Kirschenbaum, et al.: <http://www.clir.org/pubs/reports/pub149/pub149.pdf> and “Extending Digital Repository Architectures to Support Disk Image Preservation and Access,” by Cam Kam Woods, et al.: <http://www.ils.unc.edu/callee/p57-woods.pdf> — were both useful and gave a preview of the content of the class. Attendees were expected to provide their own laptop, and prior to the workshop, each attendee had to download a number of software applications to

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Call for Nominations: 2013 SAA Waldo Gifford Leland Award

Help us recognize the best in our profession!

Have you read a great new book about archives? Seen an exceptional new finding aid? Encountered a new documentary publication that is head and shoulders above the rest? Has a new web publication really stood out to you?

If you have, please consider nominating it for the Society

of American Archivists Waldo Gifford Leland Award. Nomination forms, a list of previous winners, and more information are at <http://www2.archivists.org/governance/handbook/section12-leland>. The deadline for nominations is February 28, 2013.

The annual Leland Award – a cash prize and certificate – recognizes “writing of superior excellence and useful-

ness in the field of archival history, theory, and practice.” (Please note that periodicals are not eligible.)

Established in 1959, this award honors American archival pioneer Waldo Gifford Leland (1879-1966), president of the Society of American Archivists in the 1940s and one of the driving forces behind the founding of the National Archives.

Announcing CCAHA's 2013 Collections Care Training Programs!

The Conservation Center for Art & Historic Artifacts (CCAHA) is offering a series of programs to provide training in a variety of collections care activities that are the cornerstone of a preservation program for cultural collections. The Collections Care Training programs are for staff who are involved in collections care activities or have responsibility for cultural collections, such as librarians, archivists, curators, collections managers, stewards of historic house museums, and records managers.

Please visit www.ccaha.org/education/program-calendar for more information about

FEBRUARY 12, 2013 **Care of Natural History Collections**

Location: The Academy of Natural Sciences of Drexel University
Speaker: John Simmons, President, Museologica
Fee: \$60

MARCH 20, 2013 **Constructing Basic Storage Enclosures for Paper Collections**

Location: Cliveden
Speakers: Anna Yates Krain, Senior Conservation Assistant, CCAHA
Fee: \$50 (includes materials)

MAY 16, 2013 **Book Cradles for Reading Rooms & Exhibitions**

Location: The Academy of Natural Sciences of Drexel University
Speaker: Renée Wolcott, Book Conservator, CCAHA
Fee: \$50 (includes materials)

JULY 25, 2013 **Identification & Preservation of Prints**

Location: The College of Physicians of Philadelphia
Speaker: Corine Norman McHugh, Paper Conservator, CCAHA
Fee: \$60

OCTOBER 16, 2013 **Preserving Your Photographic Collections**

Location: Bryn Mawr College Special Collections
Speakers: Rachel Wetzels, Photograph Conservator, CCAHA
Fee: \$60

*Support for these programs was generously provided in part by the **Philadelphia Cultural Fund**, the **Independence Foundation**, and the **Pennsylvania Council on the Arts**.*

ABOUT CCAHA

CCAHA is the largest nonprofit conservation laboratory in the United States, serving other nonprofit cultural, educational, and research institutions, as well as private individuals and organizations. Founded in 1977, **CCAHA** specializes in the treatment of works of art and historic artifacts on paper, photographs, and books, as well as works on parchment and papyrus, and provides state-of-the-art digital imaging services. **CCAHA**'s conservation and preservation services staff develop and present educational programs; conduct preservation assessments; provide assistance with preservation planning; and develop emergency preparedness plans. Additionally, **CCAHA**'s development department provides fundraising and grant writing support to nonprofit institutions seeking assistance for preservation and conservation projects. For more information about **CCAHA** and all of our educational programs, visit our website at www.ccaha.org.

For information on additional educational opportunities, visit www.ccaha.org or find us on Facebook.

Education & other information

Upcoming DVAG Committee on Small Repositories We need your help!

DVAG is discussing the development of a DVAG Committee on Small Repositories. If you have ideas about supporting the many small, primarily volunteer-run historical societies and other organizations with archival collections in the Delaware Valley, please contact Celia at ccaustellenbogen@hsp.org. More information to come.

Digital Forensics Workshop review, continued from page 10

his or her laptop. Anyone who plans to attend this class in the future, but who is perhaps less technologically savvy than they would wish, may want to ensure that they have assistance to prepare their laptop before the class.

The workshop began with an introduction to the nature of digital media, and to the history and current application of digital forensics. In the area of law enforcement, there is already significant expertise in the technology of recovering files and information to provide legal evidence against criminal suspects. The purpose of forensics in law enforcement, of course, is time-sensitive and case-based, while archivists are more focused on permanent preservation and ongoing access. These differences mean that best practices and recommended technology for archivists may differ from that of law enforcement officials; however, many current archival digital forensics practices do come straight out of law enforcement.

The class included discussion of hardware that can be used to set up a digital forensics station in an archival setting. The Forensic Recovery of Evidence Device (FRED) is a single workstation solution able to acquire data from most hard drives and other storage media. While pricey, it provides a high-end starting point for building a station. Stanford University Libraries and Academic Information Resources (SULAIR) has a semi-customized FRED that includes older disk drives than what would normally be required in a law enforcement environment, since much of what archivists acquire is stored on outdated media. Another option is to piece together a workstation using an existing computer, and purchasing or repurposing outdated drives.

One issue that I had not previously considered is the necessity of processing digital records while avoiding any accidental alteration of data or embedded metadata. Simply by opening a file to view the contents, metadata is frequently al-

tered. A write blocker – a device that allows read commands while blocking write commands – is a necessary piece of equipment (included in a FRED, but also available separately) and prevents accidental alteration. In order to verify that data has not been altered, we learned about checksums: a short string of characters generated by running a file (a stream of data) through an algorithm, which can be compared to previous versions to check for alterations.

Methods of acquiring data from legacy media and formats was discussed, particularly the process of disk imaging. A disk image is an exact bit-level copy of a disk, including all data, metadata, and file structure: a “master copy” of a disk. By creating a disk image of data on obsolete storage media and/or in obsolete software, an archivist then has the ability to read, assess, preserve, and make available the contents without threat of damage to the original – either through their own work or through

physical corruption of the media over time. The software applications EnCase and FTK (the latter more often used by archives and libraries) were discussed, and we completed several assignments using FTK. We were taken through exercises that allowed us to generate and verify checksums, create disk images, and examine their contents.

Ethical issues in digital forensics were discussed in brief, and clearly could be expanded into a workshop of their own. In this class, we touched on issues related to retrieving supposedly deleted files and cached information from digital collections, uncovering “hidden” data, and retrieving (and potentially making accessible) donors’ online “habits,” such as browsing history.

Resources for further exploration were provided, including an extensive bibliography in the workshop

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Susan L. Duhl Paper Conservator & Collections Manager

206 Mary Watersford Road • Bala Cynwyd, PA • 19004

610•667•0714 Office SusanDuhl@verizon.net

610•563•8876 Cell www.ArtConservatorsAlliance.com

Emergency Response Resources

American Institute for Conservation – CERT (Emergency Response Team)

<http://www.conservation-us.org/index.cfm?fuseaction=Page.ViewPage&PageID=695>

Emergency Number (202) 661--8068

Federal Emergency Management

www.fema.gov

Pennsylvania Emergency Management

www.pema.state.pa.us

Heritage Emergency National Task Force

www.heritagepreservation.org/programs/taskfer.htm

Philadelphia Alliance for Response

www.heritagepreservation.org/afr/Philadelphia/index.html

Disaster Planning

Northeast Document Conservation Center

www.nedcc.org/resources/leaflets/3Emergency_Management/03DisasterPlanning.php

Disaster Planning and Training Courses

Northern States Conservation and MuseumClasses.org

<http://www.collectioncare.org/tas/tase.html>

Disaster Response Supplies

University Products

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**Don't forget to renew your DVAG membership!
A renewal form is provided on page 5,
for your convenience.**



Delaware Valley Archivists Group

The **Delaware Valley Archivists Group** was established in 1980 to provide area archivists the opportunity to exchange ideas and visit archives of all sizes throughout the region. DVAG holds quarterly meetings and offers periodic workshops for members at all levels of experience. Each meeting or workshop focuses on practical or professional issues, or the relationship of the profession to topics of current public interest. Subjects of past meetings have included space planning, new construction, conservation, micrographics and imaging, disaster preparedness, and records management. DVAG's publications include the *Directory of Archival and Manuscript Repositories in the Delaware Valley, 3rd Edition*, the DVAG Membership Directory, and *The Archival Arranger*, the newsletter of DVAG.

Membership in DVAG is open to all individuals including: students and regular and volunteer staff of state and local historical societies; college and university archives and special collections; federal, state, and local archives and records centers; museums; libraries; business firms; educational, religious, and medical institutions; and other groups who are concerned with collecting, preserving, and making historical materials available for research use. The Delaware Valley Archivists Group annual dues are \$12.00 for the membership year.

Membership and mailing list inquiries should be directed to Celia Caust-Ellenbogen, Membership Coordinator, at membership@dvarchivists.org.

DVAG Officers and Planning Committee

Maureen Callahan—Chair
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handouts. Online resources discussed in class included the BitCurator site (<http://www.bitcurator.net/>), a Mellon-funded project to create and analyze digital forensics systems for collecting institutions, Forensics Wiki (<http://www.forensicswiki.org>), a site primarily from a law enforcement perspective, and the AIMS (Born Digital Collections: An Inter-Institutional Model for Stewardship) project (<http://www2.lib.virginia.edu/aims/>). A number of archival institu-

tions are actively engaged in digital forensics, and a recent master's thesis by Martin J. Gengenbach – “[The Way We Do It Here': Mapping Digital Forensics Workflows in Collecting Institutions](#)” – examines various existing processes.

Digital forensics is a massive subject, and one day is hardly sufficient to cover everything. However, given the time limitations, I felt that this class did an excellent job in providing background, required technological

knowledge, and practical suggestions for hardware and software in order to begin “dealing with those floppy disks in the back.” The class covers neither description and cataloging of digital records, nor providing research access, but SAA offers separate workshops on both of those topics. For those who are interested, “Digital Forensics for Archivists” will be given in March in Worcester, Massachusetts, as part of the New England Archivists spring meeting.