

Library Technology Conference: March 20, 2013.

**“Working with Institutional Records:
An Overview of a Project at the
Minneapolis Institute of Arts”**

**Presenter: Janice Lea Lurie, Head Librarian,
Minneapolis Institute of Arts**

Presentation Outline:

- 1) Introduction/Definition of Archives for Our Session:**
- 2) Have a Strategy for:**
 - Creating an Archives**
 - Approach for Grant Funding**
- 3) Overview of our Project:**
- 4) How it Positions us for the Future:**
- 5) Conclusion:**



RECORD GROUP

RECORD SERIES

RECORD SUB-SERIES

CONTAINER-BOX

FOLDER

ITEMS

Records of the
Museum's Directors
(Record Group 1)

Records of the
2nd Director of the
Museum John Smith,
1925-1950, (Series 2)

Records of the
museum's Building
expansion, 1930-1945
from the Director's
Office (Sub-Series 1)

Box 5,
"Records, 1930-1935"
(R:G 1:2:1 Box 5)

Folder 6,
Title:
"Architectural Firms"
(R:G 1:2:1 Box 5,
Folder 6)

Actual items:
Architect Letters

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NORTHEAST DOCUMENT CONSERVATION CENTER

The Northeast Document Conservation Center (NEDCC) is a nonprofit, regional conservation center specializing in the preservation of paper-based materials. NEDCC serves libraries, archives, museums, historical societies, and other collections-holding institutions, as well as private collections.

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GRANTS:
[NHPRC Digitizing Historical Records
Grants](#)
DEADLINE: June 7, 2012

PRESERVATION PLANNING SURVEY

EXECUTIVE SUMMARY

Minneapolis Institute of Arts
Art Research and Reference Library and Archives

October 31, 2004

(Final revision 11/23/04)

Janet Bridgland
Preservation Consultant
Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810
978/470-1010
<janetb@soncom.com>

NEH GRANTS

GRANTS

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APPLICATION REVIEW PROCESS

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INFORMATION FOR PROSPECTIVE APPLICANTS

GRANTS.GOV SHUTDOWN ON APRIL 28 AND 29

The Grants.gov website will be out of service on Saturday and Sunday, April 28 and 29, 2012, due to planned maintenance. On those days you will not be able to register for an account with Grants.gov, download the application package, submit an application, or request help from Grants.gov staff. More [details](#) are available from the [Grants.gov blog](#).

Preservation Assistance Grants for Smaller Institutions

Division of Preservation and Access

Receipt Deadline May 1, 2012 for Projects Beginning January 2013

Brief Summary

Preservation Assistance Grants help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their significant humanities collections. These may include special collections of books and journals, archives and manuscripts, prints and photographs, moving images, sound recordings, architectural and cartographic records, decorative and fine art objects, textiles, archaeological and ethnographic artifacts, furniture, historical objects, and digital materials.

Applicants must draw on the knowledge of consultants whose preservation skills and experience are related to the types of collections and the nature of the activities that are the focus of their projects. Within the conservation field, for example, conservators usually specialize in the care of specific types of collections, such as objects, paper, or paintings. Applicants should therefore choose a conservator whose specialty is appropriate for the nature of their collections. Similarly, when assessing the preservation needs of archival holdings, applicants must seek a consultant specifically knowledgeable about archives and preservation. Because the organization and the preservation of archival collections must be approached in tandem, an archival consultant should also provide advice about the management and processing needs of such holdings as part of a preservation assessment that includes long-term plans for the arrangement and description of archival collections.

GUIDELINES RESOURCES

Download Application Materials

[Preservation Assistance Grants for Smaller Institutions Program Guidelines \(PDF\)](#)

[Preservation Assistance Grants for Smaller Institutions Grants.gov application package](#)

Budget Resources

[Sample budget \(PDF\)](#)

Program Resources

[Preservation Assistance Grants for Smaller Institutions Frequently Asked Questions \(PDF\)](#)

[Preservation Assistance Grants for Smaller Institutions Sample Projects \(PDF\)](#)

[Preservation Assistance](#)



National Historical Publications and Records Commission (NHPRC)

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NHPRC grant recipients are asked to download and use our logo in public materials to acknowledge Federal support for documenting democracy.

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National Historical Publications and Records Commission



The NHPRC, through a grant to Documents Compass at the Virginia Foundation for the Humanities, is pleased to announce 5,000 previously unpublished documents from our nation's founders are now online through Rotunda, the digital imprint of The University of Virginia Press. The ROTUNDA [Founders Early Access project](#) makes available for the first time letters and other papers penned by important figures such as James Madison, John Adams, and Thomas Jefferson. The Founders Early Access portion of the site allows users to read, search, and browse the transcribed documents, and is available at no cost to users.

[View all NHPRC Projects & Programs](#)

NHPRC News

Archives Leadership Institute Applications Open

[Applications](#) for the 2010 Institute (July 18-24) are now being accepted. Deadline is January 19, 2010.

Public Meeting

The Commission will meet on Friday, November 20 to consider grant applications and discuss policy matters. The meeting, held at the National Archives, is open to the public. RSVP to Christine Dunham at christine.dunham@nara.gov.

Society of American Archivists presents Distinguished Service Award to the NHPRC

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Grants.gov

Grants.gov allows applicants to electronically find and apply for



National Historical Publications & Records Commission

Home > NHPRC > Projects & Programs > Grants Organized by States and Territories



Projects & Programs

- All Projects
- Archives & Records
- Electronic Records
- Publishing Historical Records
- Professional Development

Awards

Sorted By States & Territories

Search

Grants Organized by State and Territory

To view NHPRC-supported projects in a particular state or territory, select from the map or the [state](#) and [territory](#) lists below.

- Entries span the dates of projects funded in that state since 1976.
- Each list is categorized by:
 - Records Projects
 - Publications Projects
- Each award is identified in parentheses by the year of the award and grant number.



Organization Name	State	City	Year Funded	Amount Funded	Project Description	Other Information
Carnegie Institution of Washington	DC	Washington	2003	\$240,741	For its Carnegie Legacy Project to arrange, describe, and provide reference to the historical records of the Institution's headquarters, its Department of Terrestrial Magnetism, and its Geophysical Laboratory.	Legacy Project to preserve research records
Academy of Natural Sciences	PA	Philadelphia	1991	\$147,876	For a project to contribute approximately 30,000 name authority records to the Library of Congress Name Authority File. The project is being conducted by the Philadelphia Area Consortium of Special Collections Libraries.	
Fairbanks Museum and Planetarium	VT	St. Johnsbury	1999	\$143,191	For a project to arrange, describe, and catalog the documentary holdings of the Fairbanks Museum, the St. Johnsbury Athenaeum, the Town of St. Johnsbury, St. Johnsbury Academy, and St. Johnsbury Historical Society.	
Sterling & Francine Clark Art Institute	MA	Williamstown	2006	\$143,050	To process the personal papers of Sterling Clark, businessman and art collector, and the institutional records of the institute. The Sterling Clark Papers, which cover the period 1912-1950 and total 83 linear feet, include correspondence, diaries, journals related to art purchases, records of early appraisals of works of art, receipts, and glass plate negatives.	
Philadelphia Museum of Art	PA	Philadelphia	2007	\$142,449	To support a three-year project to establish an institution-wide records management program and to process at least 550 cubic feet of special exhibitions records.	
Japanese American National Museum	CA	Los Angeles	2007	\$134,400	To support a two-year project to identify the Museum's archival collections and establish procedures to process at least 400 cubic feet of records.	
Wisconsin Veterans Museum	WI	Madison	2003	\$110,278	To arrange, rehouse, and describe some 500 linear feet of records documenting the experiences of Wisconsin veterans from the Civil War to the present.	
Museum of Fine Arts, Houston	TX	Houston	2006	\$101,996	To support a three-year project to process and make available 402 linear feet of archival material.	
The Cincinnati Historical Society	OH	Cincinnati	1993	\$97,786	To arrange, describe, and catalog a portion of the society's Nippert Collection. The collection consists primarily of documents relating to the history of the German Methodist Church in America from its creation in Cincinnati in the 1830s until its final merger with English-speaking branches of the Methodist church in 1933.	
Museum of Fine Arts, Houston	TX	Houston	1984	\$93,963	To develop an archives program for its institutional records.	
American Textile History Museum	MA	Lowell	2001	\$92,025	For its Manuscript Collections Access Project to support the cataloging and electronic dissemination of information about the museum's 740 manuscript collections and the processing of 25 of these collections that remain unarranged and undescribed.	
Pueblo Grande Museum Auxiliary	AZ	Phoenix	1994	\$90,921	For an 18-month project for the museum to increase access to its archival materials and to implement a records management program.	

National Archives and Records Administration (NARA)



National Historical Publication Records Commission (NHPRC)



State Historical Records Advisory Board (SHRAB) of Minnesota



Institutional Records of the Minneapolis Institute of Arts (MIA)

**Establishing an Archives /Records Management Program for the
Minneapolis Institute of Arts**

July 1, 2009 – November 30, 2012

**A grant project generously funded by the
National Historical Publications and Records Commission**

Overarching Project Goals:

- 1) To preserve the historical records of the MIA for future generations.**
- 2) To create access to the historical documentary holdings of the MIA Archives.**
- 3) To facilitate online global access to these collections.**

Establishing an accessible, sustainable archives program is integral to the MIA's mission and its strategic plan as it will:

- 1) Enable the museum to build on existing preservation efforts.**
- 2) Increase accessibility to collections.**
- 3) Expand the educational reach of the MIA to adult and scholarly academic communities.**
- 4) Position the museum to engage in collaborative online initiatives based on historic collections with other organizations and digital Libraries/Archives.**
- 5) Safeguard the museum's institutional memory.**

NHPRC support enabled the MIA to hire a Project Archivist who worked in collaboration with staff to:

- 1) Conduct a museum-wide records survey.**
- 2) Develop records disposition schedules for all museum departments.**
- 3) Promote an understanding of the archives project amongst museum staff.**
- 4) Arrange and describe archival collections on a series level which will be made searchable through both the MIA Library's online catalog and WorldCat.**
- 5) Establish an initial MIA website presence for the archives through EAD finding aid guides.**
- 6) Create a manual for both the records management program and the overall archives.**
- 7) Prepare for future preservation initiatives of documentary collections.**
- 8) Set up sustainability guidelines for maintaining the program .**

Exhib.

The Royal Pavillion at Brighton
May 20, 1977

at Brighton

(MAEP)

77

ur: a centennial

ur: a centennial

5

7

1 of 2

Fitzwilliam

from the Fitzwilliam

from the Mary and

the Mary and Jackson

Removal Form/Separation Sheet

Item removed/separated from collection.

Exhib.

Japanese Art from the Mary and Jackson
Burke Collection (Education/Special Events)

Exhib.

Japanese Art from the Mary and Jackson
Burke Collection (Education/Special Events)
June 2 - July 24, 1977

Exhib.

Japanese Art from the Mary and Jackson
Burke Collection (Correspondence/Primary
Material)

Exhib.

Japanese Art from the Mary and
Jackson Burke Collection (Misc.)

Exhib.

Japanese Art from the Mary and



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1 2 3 4 5 6 7

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Look in: My Recent Documents

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 - NHPRC Grant Report Supp Illustrating Process for How Disposition Schedules are Created..doc
 - NHPRC Interim Narrative Report; July 1, 2009 - December 31, 2009.doc
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 - NHPRC Narrative Report for July 1, 2011 - December 31, 2011 on desktop.doc
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 - PhotographyNew Media_schedule.doc
 - Plains Indian Art from Fort Marion.doc
 - PrintsDrawings_schedule.doc
- Processing Management
 - processing schedule_May2011.doc
 - PublicPrograms_schedule.doc
- Questions for MIA staff, Conservation Survey for Consultant..doc
- Registration_schedule.doc
- Related Collections.doc
- RM Policy Components
- SCORECARD Blank 2009 from Janice Lurie.doc

File name:

Files of type: All Word Documents (*.doc; *.doc*; *.dot; *.htm; *.html; *.l

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Lake Superior, Minnesota North Shore

Minnesota Reflections

All Collections

American Swedish Institute

The American Swedish Institute, a historic museum dedicated to the celebration of Swedish culture, is home to collections on the history of Swedish immigration to the United States, particularly immigration to Minnesota, Swedish-American life and culture and the history and culture of Sweden as it has influenced Swedish America. The ...

[more](#)



Amherst H. Wilder Foundation

The Amherst H. Wilder Foundation is a non-profit health and human services organization founded by a philanthropic Saint Paul businessman, Amherst H. Wilder and his family. For more than 100 years, Wilder has combined direct service, research, and community development to address the needs of the most vulnerable people in greater Saint ...

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Anoka County Historical Society

The Anoka County Historical Society, in Anoka, Minnesota, collects photographs, printed materials and artifacts related to Anoka County. The society supports genealogical research with a wide range of historical resources. Images Anoka County Historical Society contributed to *Minnesota Reflections* show early street scenes, business ...

[more](#)



About the collections

Minnesota Reflections, which is now almost 8 years old, is a project of the Minnesota Digital Library. The collection brings you more than 80,000 images, maps and documents from more than 125 of the state's cultural heritage organizations. This site offers resources on Minnesota's history and geography for researchers, educators, students, and the public. We add collections and items throughout the year so check back often.



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Current funding for *Minnesota Reflections* comes from the Arts & Cultural Heritage Fund of the Clean Water, Land and Legacy Amendment to the state's constitution. *Minnesota Reflections* has been funded by Library Services and Technology Act (LSTA) grants provided by State Library Services in the Minnesota Department of Education. It is also supported by the time and talent of the participants in the Minnesota Digital Library.

Collection Finding Aids



JAMES JEROME HILL:

An Inventory of Selected Items from His Papers at the Minnesota Historical Society

Manuscripts Collection

OVERVIEW

Creator:	Hill, James Jerome, 1838-1916.
Title:	Selected digitized items. James J. Hill papers.
Dates:	1856-1915.
Language:	Materials in English.
Abstract:	Digitized versions of selected correspondence, clippings, and reports from the General Correspondence and Northern Pacific Reorganization series of the James J. Hill papers.
Quantity:	1,046 pdf files.
Location:	See Detailed Description for links to digital versions.

SCOPE AND CONTENTS

This collection of digital copies in pdf format is composed of selected letters, telegrams, corporate reports, newspaper and magazine clippings, and tear sheets from the General Correspondence series and the Northern Pacific Reorganization records of the James J. Hill papers. The correspondence and reports include numerous topics and authors; major topics represented are the attempted merger of the Great Northern and Northern Pacific railroads between 1893 and 1905 and the debate among Hill, J. P. Morgan & Co, and others over a potential Anglo-French loan during World War I.

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ARRANGEMENT

These selected items are listed in chronological order in the following series:

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Overview

Scope and Contents

Arrangement

Administrative Info

Detailed Description

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Finding Aids, A-Z

New Finding Aids

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Library FAQ

Research Services

Copy Services

Collections Management Toolkit

Pdf version

[4999](#)

James J. Hill to grandmother, August 4, 1856.

James J. Hill letter to his grandmother in Canada shortly after his arrival in St. Paul, Minnesota.



[Digital version](#)

Pdf version

[5036](#)

John S. Kennedy to James J. Hill, December 13, 1882.

John S. Kennedy letter to James J. Hill reporting on a meeting he had with George Stephen, Richard B. Angus, Duncan McIntyre, J. J. C. Abbott, and William Van Horne regarding the sale of Hill's shares of Canadian Pacific Railroad stock.



[Digital version](#)

Pdf version

[5039](#)

John S. Kennedy to James J. Hill, January 16, 1883.

John Kennedy writes James J. Hill in great detail about the new Canadian Pacific Syndicate. Kennedy lists the investment companies and men he has interested in the Syndicate.



[Digital version](#)

Pdf version

[6255](#)

Good Roads Convention to James J. Hill, December 24, 1892.

Good Roads Convention writes James J. Hill that he has "been chosen by the County Commissioners of your County, to attend the convention." Hill is scheduled to deliver an address entitled "Relation of Wagon Roads to Rail Roads."



[Digital version](#)

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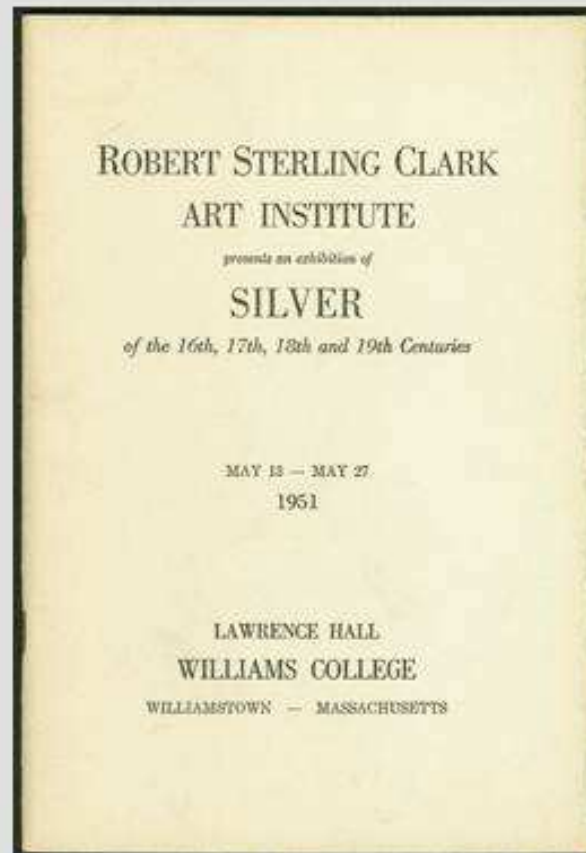
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Publications



The catalogue of the first exhibition of works from the "Robert Sterling Clark Art Institute," held at Williams College in 1951

Archives: Access

[Archives](#) | [Collections](#) | [Access](#)

A selection of items in the Archives has been digitized and may be [viewed online](#).

Requests to examine other materials in the Archives must be made in writing and will be evaluated in terms of their seriousness and relevance. The Clark reserves the right to restrict access to any materials for any reason, including but not limited to the condition of the materials requested, the quantity of materials requested, and the sensitivity of the materials' contents.

Researchers whose requests are approved must agree to abide by specified [guidelines](#) (PDF) and present legally acceptable personal identification at the time of their appointment.

For questions about the Archives or to make a request to examine materials, please contact [The Archives](#).

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Last 10 Years
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All Asian Collections
All Photography Collections
All Prints & Drawings Collections

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Command Search with Relevance

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Keyword Search

- Looks for the search terms(s) anywhere in the entire record
- Use unique words--avoid common words such as: the, and, in
- Use quotes to search as a phrase: "American painters"
- There is an implied OR between terms if not searched as a phrase
- Use a ? to truncate: print? will retrieve print, printing, printmaker, etc.
- use + to mark an essential term: French +impressionism
- use * to mark important terms: Baroque *architecture

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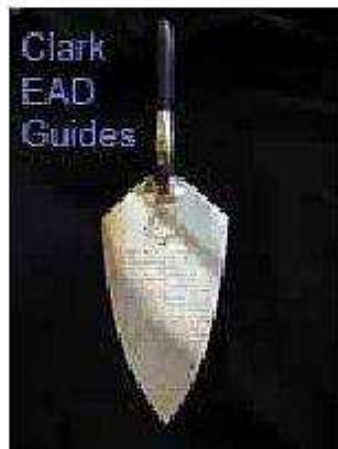


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Communications Attendance Reports. 1994 - Present.

Author: [Sterling and Francine Clark Art Institute.](#)

Edition/Format: Internet resource : English

Summary: These materials record the daily, monthly, and annual attendance figures for the Clark from 1994 to the most recent, complete year.

Rating: ☆☆☆☆☆ (not yet rated) [0 with reviews - Be the first.](#)

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