

# The Dusty Shelf

Spring 2013, Volume 32 Issue1



KANSAS CITY  
AREA ARCHIVISTS

### Spring 2013

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**Cover Photograph:** *Tower Building and clocks, Menninger West Campus, Topeka, Kansas. 1980. Kansas Historical Society.*

### **KCAA Spring 2013 Business Meeting and Luncheon Preservation of Digital Objects, Elizabeth Dubuison, Archives Librarian, Combined Arms Research Library**

**Leavenworth Public Library, April 11, 2013, 12:00 pm**

Preservation of digital objects is a challenge almost all archives are facing. The subject is so overwhelming that a lot of organizations don't even know where to start or what steps to take. In August Dubuison attended a train the trainer workshop organized by the Library of Congress' Digital Preservation Outreach and Education team. The instructors presented the Baseline Digital Preservation Curriculum which consists of six topics: identify, select, store, protect, manage, and provide. At the KCAA spring luncheon Dubuison will provide a very brief overview of the six topics and information that will assist in creating or maintaining a digital preservation game plan.



### **KCAA Seeking New Officers and Committee Chairs**

Becoming active with KCAA is a great way to meet other archivists and learn more about the profession. Committee chairs and officers will have the chance to build leadership skills as well as advance the mission of the organization. KCAA depends on member volunteers and cannot operate without you. Please consider one of the following positions:

#### **Duties of KCAA Treasurer**

The treasurer shall have custody of all monies of the organization and pay it out only upon the authority of the co-chairpersons. He/she shall collect the dues and keep an accurate account of finances and report them to membership. An annual fiscal report shall be presented to the membership at the first meeting following June 30. In most months the time commitment is only an hour or two and may be a bit more around meetings. Taxes and state registration are on-line and very fast.

Fiscal Year is July 1 to June 30. KCAA currently has two banking accounts, a checking account at the University National Bank in Lawrence, Kansas, and a money market account at Community America Credit Union.

- Process membership fees and donations
- Enter received funds in deposit spreadsheet
- Deposit checks/cash
- Send membership forms to Membership chair
- Enter deposits in Quicken software
- Prepare financial reports
- Give treasurer's reports at each membership meeting and steering committee meeting
- Annual treasurer's report given at the first meeting following the end of the fiscal year.
- File the Missouri Annual Report for non-profit corporations by August 31 each year
- File IRS form 990-N by October 31 each year
- Pay any bills as authorized by the co-chairpersons

#### **Awards and Nominations Chair**

This position helps to recruit officers and committee members as well as organizes the annual KCAA awards presentation at our Spring meeting. This important position works closely with the steering committee.

If you have any questions or would like to volunteer for a position, please contact Tonya Crawford, KCAA Senior Co-Chair at (816) 235-1539 or [crawfordt@umkc.edu](mailto:crawfordt@umkc.edu).

### KCAA Spring Business Meeting

**When:** April 11, 2013

**Time:** 12:00 pm

**Where:** Leavenworth Public Library, 417 Spruce St., Leavenworth, KS 66048

**Cost:** \$10

**RSVP:** to Kristine Schenk at [kschenk@ku.edu](mailto:kschenk@ku.edu)

**Membership:** You can renew or join at the meeting.

To check on the status of your membership e-mail the Treasurer Maggie Mueller at [maggim@spst.edu](mailto:maggim@spst.edu).

For more information on membership see pg. 9.

Visit the KCAA webpage at  
<http://www.kcarchivists.org>



Like us on Facebook! Just search Kansas City Area Archivist. Remember you can post institutional events and updates on the page.

Are you interested in helping with the 2013 Fall Symposium? Want to host the next KCAA event? The Education Committee is always looking for venues and speakers for the Fall Symposium. Contact Education Chair Kristine Schenk at [kschenk@ku.edu](mailto:kschenk@ku.edu).

## Call for Host Institution Proposals

Katie Whitlock is the 2013 KCAA Minority Intern. Katie is a student in KU's Museum Studies Program with experience/education in preservation and archives. She's an energetic and enthusiastic person, who I've had the pleasure on interacting with on several occasions. Institutions interested in hosting this year's intern should read the Procedural Guidelines available on page 4 of this newsletter,

and submit (via mail or email) a signed copy of the guidelines and a brief description of the project the intern will work on to:

Letha E Johnson  
University Archives  
Kenneth Spencer Research  
Library  
1450 Poplar Ln  
Lawrence KS 66045  
[Ljohnson18@ku.edu](mailto:Ljohnson18@ku.edu)

## Nominate Kansas City as ACA Test Location

The Academy of Certified Archivists (ACA) "You Pick Your Site" program allows candidates to petition the Academy to hold the certification examination in any cities of their choice. These locations are in addition to the regularly announced sites. To nominate Kansas City as a test location put it on your ACA test application. If you have already applied or have questions, email ACA Secretariat Steve Grandin at [aca@caphill.com](mailto:aca@caphill.com)

The Academy will announce petition sites on its web site as soon as they are approved, and candidates other than the petitioners may sit for the examination at petition sites. However, due to the tight time constraints associated with petition sites, the Academy will not always be able to fully publicize their locations and cannot be responsible for non-petitioners knowing of their availability.

**Application deadline:** May 15, 2013

**Exam Date:** August 14, 2013

**Pick Your Site Nomination:** Kansas City

To allow the greatest possible participation, the Academy has only two requirements to qualify for this program:

- Five or more candidates should petition the Academy to hold its examination at the same site; and
- All participating persons should mail their applications to the Academy by May 15.

For more information about the Academy of Certified Archivists, examination, eligibility, and more see <http://www.certifiedarchivists.org/>

## National History Day Update

The competition phase of NHD is well underway for the state competition. If you're available, please consider registering to judge at the Kansas (Washburn University in Topeka) or Missouri (University of Missouri-Columbia). Both contests will be held on Saturday, April 20. If you would like to judge for your local or state NHD contest, please contact your affiliate coordinator. You can find their contact information at <http://www.nhd.org/Coordinators.htm>. Please look for a list of past winners of the KCAA scholarships for both states in the next newsletter.

## Nazarene Archives

Today only 30 percent of the Church of the Nazarene's members live in the United States or Canada. Nearly 28 percent live in Latin America and the Caribbean, and 26 percent are Africans. The remainder are scattered across Europe, Asia, and the Pacific islands. Several of the Nazarene Archives' accessions in 2012 underscore its host institution's international nature. The **Leoda Grebe Collection** (4 c.f.) consists of papers, photographs, and artifacts that reflect life in India in the early 20<sup>th</sup> century. A missionary teacher, Grebe taught in a school for girls (mostly orphans) in Calcutta, later transferring to Kishorganj in East India (now Bangladesh). A significant accretion to the **Robert Perry Collection** (1 c.f.) consists of hundreds of photographic images—prints, negatives, slides, and glass slides. An educator and pastor with a Ph.D. in history, Perry lived and taught for many years in Swaziland and the Republic of South Africa. One of his passions has been documenting the lives and culture of African Nazarenes, and the photographs he has donated join a significant body of papers that he donated to the Archives several years earlier. A notable accretion (.25 c.f.) to the **Brenda Gould Collection** consists of slides and color prints that span her career as a missionary teacher, which began in Haiti in 1971 and continued in Martinique (W.I.), and Cote d'Ivoire.

These join similar collections acquired in 2011, like the **Prescott and Bessie Beals Photograph Collection** (hundreds of scanned images from early-to-mid-20<sup>th</sup> century India), the **Elva Bates Collection** (correspondence from Africa), **Kathyren Dixon Collection** (correspondence from Africa), **Frank and Ann Sutherland Collection** (correspondence from medical missionaries in China), the **Leprosy Mission Files** (administrative papers, Swaziland), and significant accretions to the **Raleigh Fitkin Memorial Hospital Collection** (thousands of pages of scanned hospital administration records from Swaziland).

## KCAA Scholarships

Scratching your head over how you can afford to go to that DAS workshop or how you can pay for your lodging at a conference? KCAA can help! Remember that there are \$250 scholarships available to members in good standing, and all you have to do in return is share a little about what you learned! More information available at the [website](#).



## MINORITY INTERNSHIP PROGRAM PROCEDURAL GUIDELINES

### Responsibilities of the Archival Institution

1. Develop a comprehensive plan for the internship to insure that the program provides theoretical and practical experience in the basic archival functions of appraisal and acquisition, arrangement and description, reference and access, public programming, and preservation.
2. Provide a listing of required reading material and make assignments based on this material.
3. Coordinate efforts with the Minority Internship Committee to evaluate the progress of the intern.
4. Participate in some form of oral examination to illustrate knowledge gained by the intern.
5. Prepare a written evaluation of the internship for the Minority Internship Committee.

### Responsibilities Of The Intern

1. Meet prior to the internship for an introductory conference. At this time specific institutional requirements could be explained, introductory readings assigned, and a course of instruction outlined.
2. Faithfully adhere to scheduled attendance requirements.
3. Comply with all institutional regulations.
4. Complete all assigned readings and exhibit through actions and oral discussion a firm grasp of archival concepts taught during the internship.
5. Complete a specified project, if assigned.
6. Prepare a final paper to evaluate the program and interpret what they have gained from the experience. Give an oral presentation at a quarterly meeting if feasible.

If you wish to host the KCAA Minority Intern, please complete the information below and return it, along with a brief description (no more than one page) of what the intern would do at your institution to: Letha E. Johnson, KCAA Minority Internship % Spencer Research Library, 1450 Poplar Ln., Lawrence, KS 66045-7616 or ljohnson18@ku.edu

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**KANSAS CITY AREA ARCHIVISTS**  
Eastern Kansas – Western Missouri  
[www.umkc.edu/KCAA/](http://www.umkc.edu/KCAA/)

## CHFM Acquires Moore, MD Collection

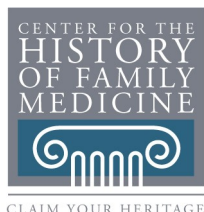
The Center for the History of Family Medicine (CHFM) is proud to announce that it has acquired a significant new donation in the form of 500 titles from Dr. Adam G. N. Moore's personal library which will constitute the new Adam G.N. Moore, MD Collection in the history of Family Medicine at CHFM.

Son of psychiatrist and poet Merrill Moore, MD, and Ann Leslie Nichol Moore, a specialist in pre-school education, Dr. Moore is a graduate of Harvard College, and of Aberdeen University Faculty of Medicine in Scotland, where he received the M.B. and Ch.B. degrees in 1964. After serving as a resident at the Aberdeen Royal Infirmary and in its "Casualty" (Emergency) Department, Dr. Moore returned to the United States and completed additional residencies in pediatrics and medicine at Carney Hospital in the Dorchester

section of Boston, Massachusetts.

A self-described "old family doc", Dr. Moore practiced for three decades as a family physician in his hometown of Squantum, Massachusetts. After closing his private solo practice in 1997, Dr. & Mrs. Moore retired to New Hampshire.

In addition to his professional career, Dr. Moore served the venerable (and enormous) Boston Medical Library for more than thirty years as Secretary and/or as a member of its Board of Trustees. Over the course of the last six decades, he has also brought together a large personal library and collection of artifacts relating to interests in areas such as medicine, natural history, cartography and dictionaries.



The newly created Moore Collection in the history of Family Medicine at CHFM consists of titles which Dr. Moore describes as "the book you'd have if you didn't have a doctor". The collection relates to the history of Family Medicine, from pre-revolutionary America up to the present day. According to Dr. Moore, "These materials have been collected with the intention of showing, in an historical context, how people's health has been

maintained, and also how their medical problems have been recognized, interpreted and treated . . . For literally many decades, topical loan exhibits have been prepared and lent anonymously from these holdings for use by schools, hospitals, libraries, museums and other venues in association with their special events or for general interest. Since use of the internet has be-

come widespread, the potential usefulness of this eclectic type of collection has broadened considerably."

Dr. and Mrs. Moore's gift is the most significant collection of books on the history of Family Medicine to be donated to the Center in its more than two decades of operation. "As it is perhaps the most comprehensive private library relating to the history of family medicine, we are very excited to receive the Moore gift and include it in our permanent collections," said CHFM Manager Don Ivey. "This material is ideal for use as a research, reference and teaching resource to demonstrate both how the specialty has evolved over time and how important family medicine has been, and continues to be, in the development of medicine in America as a whole."

## Fall Symposium in Review

The 2012 KCAA Fall Symposium "Taming the Object Nightmare: An Introduction to Object Care" was a success. Thank you to all that attended and helped make the program happen. Special thanks to the Kansas City Toy and Miniature Museum for providing behind-the-scene tours and the meeting space. We would also like to thank Paul Gaudy, Whitney Baker, and Peggy van Witt for taking time out of their busy schedules to come and speak to us.

## Dole Institute to Celebrate 10 Years

The Robert J. Dole Institute of Politics Archive and Special Collections at the University of Kansas will celebrate its 10<sup>th</sup> Anniversary on July 22, 2013. To commemorate the occasion the Dole Archive will launch a collecting initiative to acquire ancillary collections from Senator Dole's staffers. Other anniversary projects include the installation of an in-house exhibit highlighting Senator Dole's accomplishments over the last ten years, and processing the Dole Institute's extensive events and programs photograph collection.



## Dole Institute 2013 Research Fellowship

Dole Institute of Politics is now accepting applications for the 2013 Research Fellowship. This \$2,500 award is awarded to graduate students and post-doctoral scholars whose research supports substantial contributions to the study of Congress, politics, or policy issues on a national or international scale. The fellow will be required to conduct research at the Dole Archive for a period of 1-3 weeks between July 1, 2013, and June 30, 2014. Please encourage researchers to visit [dolearchive.ku.edu](http://dolearchive.ku.edu) for more information about applying for the fellowship.

## KSHS Completes 2 Year Project on Menninger Collection

The Kansas Historical Society recently finished a two year, National Historical Publications and Records Commission funded project to describe at the folder level approximately 2462 cubic feet of records of the Menninger Foundation. Evolving in Topeka, Kansas, in 1925 from Charles Frederick Menninger's medical practice begun six years earlier, Menninger operated an internationally known psychiatric hospital with postgraduate training programs for psychiatrists, psychologists, and people in allied fields.

The Menninger Foundation Archives includes papers of a number of members of the Menninger family, circa 1880 - 1992; corporate records of the Foundation, circa 1847 - 2002; and the Historic Psychiatry Collection, 1644 - 1991. The family papers include those of Dr. Karl Menninger, already the most heavily used and one of the largest portions of the collection. Dr. Karl was one of the founders and the author of numerous popular books on mental illness. The corpo-



*Dr. C. F. Menninger and sons - This undated photograph shows Dr. William C. Menninger, Dr. C. F. Menninger, and Dr. Karl A. Menninger.*

rate records include materials from Menninger's clinics, hospital, school, and research departments, as well as affiliated individuals and organizations. The Historic Psychiatry Collection is a product of Menninger's interest in the history of its profession and was collected by the Foundation's own archival program. It contains manuscripts of individuals who were influential in the development of medicine, psychology, and psychiatry, including Dorothea

Dix, Anna and Sigmund Freud, Florence Nightingale, and Benjamin Rush. Records in the Menninger Foundation Archives are more complete for the years after World War II, but the collection documents the entire period of the Foundation's existence in Topeka prior to its move to Houston in 2003.

Menninger Clinic patient records series were transferred to Houston and are not at the Kansas Historical

Society. Descriptions of the records in the Menninger Foundation Archives are available in the Kansas Historical Society's Archives Catalog at <http://kshs.org/archives>. Selected records, including most of the Historic Psychiatry Collection and the photographs you see here, are on Kansas Memory, the Kansas Historical Society's on-line digital archives, at <http://www.kansasmemory.org/locate.php?categories=4905-11669&>



*Tower Building, Menninger West Campus, Topeka, Kansas*



*This photograph, taken in the spring of 1950, shows Dr. Will, Dr. C. F. and Dr. Karl Menninger in front of the Kansas State Capitol building.*

## MayDay2013

Join other cultural heritage institutions across Kansas and the nation by participating in MayDay2013, a national effort to prepare for disasters. MayDay encourages cultural heritage organizations to take one simple step during the month of May to protect the art, artifacts, records, and historic sites they hold in trust.

KCHERN board is sponsoring a drawing for 5 [Heritage Preservation Disaster Wheels](#). Your institution will receive one ticket for submitting a brief summary or photo of an emergency in 2012 to our [Facebook](#) page (<http://www.facebook.com/pages/Kchern/273797082668399>)- 2012 Kansas Disaster Stories/Images OR submit a story/image to the KCHERN email ([KansasCHERN@gmail.com](mailto:KansasCHERN@gmail.com)). Emailed images/stories will be reposted to our [Kansas Images/Stories](#) page. (<http://kansaschern.wordpress.com/kansas-images/>)

You may also receive two tickets for submitting a disaster plan to the KCHERN email ([KansasCHERN@gmail.com](mailto:KansasCHERN@gmail.com)). All disaster plans will remain confidential. Please include institution name, email and contact name. Submissions may start Feb. 1, 2013. The drawing will be held on May 1, 2013. All winners will be notified via email and posted on the KCHERN website. If you have any questions about the drawing, contact Kathryn Talbot ([ktalbot@ksu.edu](mailto:ktalbot@ksu.edu) or 785-532-6965)

We can all agree that emergency preparedness is an important topic. However, frustration and difficulty can arise when considering how to get started, move forward or stay on track. See some MayDay suggestions below.

### MAYDAY suggestions!

#### Get Started

- Become familiar with <http://kansaschern.wordpress.com> which has resources for before and after a disaster.
- If you do not have a disaster plan, make a timeline for developing one.
- Update your staff contact information and create a wallet-size version of your emergency contact roster. See the Kansas Pocket Response Plan template <http://kansaschern.files.wordpress.com/2010/02/prep-ks1.doc>.
- Conduct a building evacuation drill and evaluate the results.

#### Move Forward

- If you have a disaster plan, dust it off and bring it up to date.
- Eliminate hazards such as boxes and furniture in hallways, blocked fire exits, or improper storage of paints and solvents.
- Identify the three biggest risks to your collection or building (such as a leaking water pipe, heavy snow, or power failure) and outline steps to mitigate them.

#### Stay on Track

- Join forces with nearby institutions and develop a protocol for helping each other in case of a disaster. Add your network to KCHERN's regional page. <http://kansaschern.wordpress.com/regions>.
- Get to know your local firefighters and police. Invite them to tour your institution and give you pointers on safety and preparedness.

## News from the National Archives - Kansas City Branch

### ***Between Rivers: Steamboating in Missouri and Iowa has been extended through October 26, 2013 in the Regional Gallery***

*Between the Rivers* explores the steamboat industry and its impact on the river environment, culture, and economy in Missouri and Iowa from the 1850s to the early 1900s. Located between the Missouri and Mississippi Rivers, the land and people of Missouri and Iowa have long been defined by these two great rivers. Together the rivers and their tributaries opened pathways to exploration, trade, settlement, industry, war, and freedom in the Midwest. But it wasn't just the river itself that was critical to western development—the invention of the steamboat brought about a revolution in American river commerce as significant as the railroad on land. Long before railroad tracks crisscrossed through the country, the Mississippi and Missouri Rivers served as major thoroughfares of transportation for people and cargo.



### ***Fred Harvey: The Man, the Brand, and the American West will open on May 7, 2013 in the Concourse Gallery***

This exhibit traces the development of the Fred Harvey Company in creating a partnership with the Santa Fe Railroad that would raise the profile of both companies simultaneously, while branding Fred Harvey Eating Houses and Hotels as a company with uncompromising standards, impeccable food, and service with a smile by the Harvey Girls. Along the way, Fred Harvey and the Santa Fe would not just change the way America eats, but also the way America traveled and vacationed throughout the American West from 1876 to 1954.

### **Upcoming Genealogy Workshops at the National Archives at Kansas City**

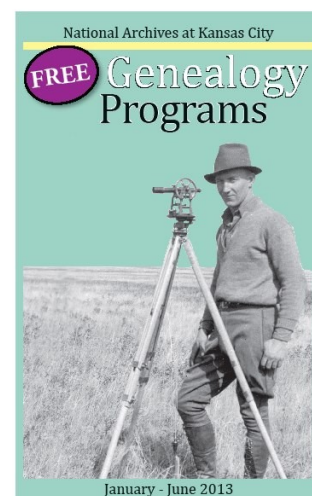
The National Archives at Kansas City will host two guest speakers, Valerie Eichler Lair and Lyle Gibson for two free genealogy events. Learn to overcome the barriers in locating your female ancestors with Lair during Finding Females on Saturday, May 11 at 12:00 – 1:00 PM. Join Gibson on Saturday, June 15 as he presents Exploring Resources Related to African American Genealogy Research during the Civil War and Reconstruction Era and learn about records found in the Freedmen's Bureau and other resources related to African American genealogy.

This workshop is one of

many offered through our genealogy programming. For additional classes or for a course catalog contact us at [Kansascity.Archives@nar.gov](mailto:Kansascity.Archives@nar.gov) or 816-268-8000.

### **Citizen Archivist Event Held at the National Archives at Kansas City**

The National Archives at Kansas City was joined by eight members of our local community to participate in our first Citizen Archivist event held on December 18, 2012. This half day event included an exhibit tour and time in the research room to work on projects. The focus of the projects was scanning/digitization and data entry from a variety of record groups: Bureau of Indian Affairs, U.S. Attorneys, U.S. District Court, and Bureau of Navigation. Collectively, the participants digitized 1141 images and created 557 index entries. The participants walked away with a new understanding of the archival process and a piqued interest in the records of the National Archives. We look forward to hosting additional events in the new year!



### **KCAA Officers**

**Senior Co-Chair**  
Tonya Crawford  
(816) 235-1539  
[crawfordt@umkc.edu](mailto:crawfordt@umkc.edu)

**Junior Co-Chair**  
Adam Paxson  
[adam.paxson@gmail.com](mailto:adam.paxson@gmail.com)

**Secretary**  
Marcella Wiget  
785-272-8681, ext. 309  
[mwiget@kshs.org](mailto:mwiget@kshs.org)

**Treasurer**  
Maggi Mueller  
(816) 245-4810  
[maggim@spst.edu](mailto:maggim@spst.edu)



# KCAA Membership Application

Membership is for a calendar year based on the month in which you join or renew. Complete the information below as you want it to appear in the KCAA Membership Directory. List postal and e-mail addresses (home or institution) where information should be sent.

Name \_\_\_\_\_  
Institution \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**Check One:**     New Membership     Renewal

## Membership Classification/Annual Dues

(Check appropriate classification below):

- Individuals (\$15.00)
- Students (\$10.00)
- Affiliates of Member Institutions (\$10.00)
- Institutional Members (\$30.00)
- Sustaining Institutional Members (\$50.00)
- Supporting Institutional Members (\$100.00)

### Individual, Student, and Affiliate

#### Member Benefits:

- ◆ Free admittance to all KCAA educational symposia, programs, and events
- ◆ *The Dusty Shelf* newsletter, distributed throughout the year
- ◆ KCAA Membership Directory
- ◆ KCAA scholarships for continuing professional education; minority internship programs for students
- ◆ Discounts on KCAA publications and products

### Institutional Member Benefits:

- ◆ **All** – Allows for one representative/ voting member and offers the same benefits of other membership categories plus :
  - Discounted membership for additional institution staff (Affiliate member category)
  - Listing on a KCAA bookmark sent to local history libraries and museums
- ◆ **Sustaining** – all the benefits of Basic Institutional members PLUS a feature article in one issue of KCAA's newsletter.
- ◆ **Supporting** – All the benefits of a Sustaining Institutional member PLUS a featured write-up for one month on KCAA's Web site about news or special events at the institution.

**Contributions** — Specify any additional amount you wish to donate to the:

- **Scholarship Fund** (financial support for KCAA members to attend conferences and other educational events) \$ \_\_\_\_\_
- **Minority Internship Program** (stipend for a qualified intern to work in a participating repository during a 10-week, summer program) \$ \_\_\_\_\_

**Make checks payable to KCAA; mail your check with this form to Maggi Mueller, KCAA Treasurer, c/o St. Paul's School of Theology, 5123 Truman Rd., Kansas City, MO 64127-2499.**