

KCA Board

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Northern KY University

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Past Chair, ex officio
University of Louisville

Sarah Dorpinghaus,
Vice Chair
University of KY

Heather Stone, Treasurer
Filson Historical Society

Sandy Baird,
Member-at-Large
Georgetown College

Debbie Whalen,
Member-at-Large
Eastern KY University

Terri Holtze, Webmaster
University of Louisville

Jaime Marie Burton,
Newsletter Editor
University of KY

Letter from the Chair

Dear KCA Members,

This newsletter will fill you in on many of the KCA activities currently in progress. I hope you find this format more inbox-friendly than copious individual emails.

Our 2015 membership drive is in full swing. If you haven't already renewed your membership, please do so online at www.kyarchivists.com/membership/ or by using the form provided at the end of the newsletter. Last year we had over 75 members, the highest number in many years! Encourage new colleagues, students, or other cultural heritage professionals to join our vibrant community. As a KCA member, you are eligible to vote and run for office. KCA offers an excellent opportunity to participate in leadership at the state level. Other benefits include reduced registration rates for meetings, access to the KCA listserv, access to the CMS User Interest Group, and professional networking. Membership dues directly support maintenance of the KCA website and defray programming costs. The Fund Award, provided through membership dues, helps fund innovative training and advocacy initiatives for Kentucky archivists and archives. Becoming a member of KCA supports these important activities.

The board continues to investigate and file for non-profit status. We are submitting an application to the Small Business & Nonprofit Law Clinic at Northern Kentucky University for their (free) assistance for Fall 2015. The clinic will provide advice on how to comply with legal requirements and guide us as we complete the necessary paperwork.

The Fund Award Committee is seeking applications for the 2015 cycle. Due to our great membership total last year, KCA is able to offer a substantial \$500.00 award this year. Sarah-Jane Poindexter has stepped in to chair the award committee as Sarah Patterson resigned from KCA in January to take a new position as archivist of the Archdiocese of Cincinnati.

Work has begun on the Spring Meeting. We're booked to meet at Mammoth Cave National Park on Friday, June 5 thanks to the local arrangements efforts of Jaime Marie Burton. The morning session will feature guest speakers on archives preservation and research. The afternoon will include the business meeting and a historical tour of the cave. During the business meeting, membership will elect a new vice-chair, webmaster, and two new members-at-large. See page 4 in the newsletter for details.

If you have any questions, please contact me at ryckbosta1@nku.edu or 859-572-5892.

Anne Ryckbost
KCA Chair, 2013-2015



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A Note from Your Treasurer

Heather Stone
KCA Treasurer, 2014-2017

Happy Spring, fellow KCA members! We have had a good membership turnout in early 2015, with 43 members already paying their dues; that number includes several new members, who we happily welcome to KCA. Help us increase our membership numbers by paying your dues today.

I am happy to report that the registration fees for our well-received Fall Meeting held at the University of Kentucky covered all expenses and allowed for an honorarium for our speakers. Thank you to all who attended and worked to make it such a fun and engaging event! Regarding our 2014 finances, our income for the year (dues and interest) was \$1,546.24; non-meeting expenses (\$165.73), extra meeting expenses (\$284.10), and our reserve for the funding of external project for 2015 is 35% (\$500). This means we put \$596.41 back in the bank for future meetings, workshops, or other projects.

Projected expenses for 2015 (not meeting related) include our webhosting and domain name registration fees (approximately \$150), the aforementioned external funding (\$500), and potentially registration for attaining our non-profit/tax exempt status with the State of Kentucky and the IRS (estimated \$450). We continued to research and make progress on the tax-exempt status project, and hope to continue to move forward with this project over the next year. Our bank balance as of 2/2/2015 is \$6,338.10. As always, feel free to contact me with any questions.



Board Nominations

Interested in serving on the KCA Board? Nominations for the board's election will be accepted through May 15. The membership will elect board members at the June 5 business meeting and new terms take effect immediately after it. Open positions include vice-chair, webmaster, member-at-large, and a second member-at-large position. Each position is a three year term, with the vice-chair progressing to chair and then ex-officio. For more information on duties and responsibilities of board positions or to submit nominations, please contact Anne Ryckbost at ryckbosta1@nku.edu or 859-572-5892.

Additional
[KCA Governance](#)
information is
available online.

2015 Fund Award Announcement

Applications are now being accepted for the 2015 KCA Fund Award (\$500 maximum).

The Kentucky Council on Archives (KCA) accepts letters of requests for financial support of external projects from other archival organizations and individuals. For example, previous financial support has been granted to projects managed by the State Historical Records Advisory Board's Kentucky Archives Month Committee and the Local Arrangements Committee for the Midwest Archives Conference. KCA is particularly interested in funding community-wide professional development (i.e. workshops, training), archives advocacy initiatives, and archival outreach opportunities.

Requests are evaluated on their potential contribution and quantifiable benefits to the Kentucky archival community, notably their impact on the broad and diverse membership of the Kentucky Council on Archives. Funds are not available for individuals to offset personal costs incurred through workshop and training attendance, or for travel requests and conference registration.

To effectively evaluate letters of request, all submissions must:

- Specify the amount of funding requested.
- Describe the organization and/or individual submitting the request and its history, mission, values, and programs.
- Describe the intended use of KCA funding, including project elements and location.
- Describe the intended audience of KCA funding.
- Describe the anticipated outcomes of KCA funding.

Upon completion of the project or event, submit a brief report to KCA describing the use of the funding and the outcomes.

Funding available for these requests is dependent on KCA's annual budget. The total annual disbursement will not exceed 35% of total dues received from members during the previous calendar year. Note, the KCA Board retains the right to not grant monies during a funding cycle. Groups and individuals may apply in consecutive cycles for funding. For 2015, the fund available is \$500.00.

The submission deadline is Wednesday, April 15, 2015; notification and receipt of monies by the end of May 2015. Submit applications electronically to Sarah-Jane Poindexter, Chairperson, at sj.poindexter@louisville.edu

Spring Meeting - Save the Date

Location and Date Set for the 2015 Spring Meeting

The 2015 KCA Spring Meeting will be held at the Mammoth Cave National Park Visitors Center on Friday, June 5th.

Plans are in the works to host speakers on topics relevant to managing archives and cultural resources at Kentucky's unique heritage sites. As usual, the meeting will include board elections, the KCA business meeting, and an update from the State Archivist as well as the SHRAB. We are planning to conclude the meeting with an opportunity to venture into the cave on the park's official *Historic Tour*. More details on the exact programming and schedule of the meeting, along with registration details, will be printed in the Spring Newsletter.

We encourage members to take advantage of tourism opportunities, hiking, camping, and other outdoor activities near the park.

More information: <http://www.nps.gov/mac/index.htm>

Accommodations Information: <http://www.nps.gov/mac/planyourvisit/eatingsleeping.htm>

Bowling Green Tourism: <http://www.visitbgky.com/>

Brush up on your Kentucky history by reading [A Brief History of Mammoth Cave](#).



Image Credit: Wikimedia Commons

Fall Meeting Review

Terri Holtze
Webmaster, 2014-2016

Getting Our Hands Dirty

The Fall Meeting of the Kentucky Council on Archives on November 7 was a rousing success. The meeting brought in 50 members from over 15 organizations as well as a number of student attendees. Registrations totaled \$444.91 (after PayPal fees) and meeting costs were kept down to \$182.94. So KCA earned \$261.97 which will make it possible for us to continue creating meaningful learning and networking opportunities for our members.



KCA members work with UK Conservation Librarian Kazuko Hioki. Image Credits: Terri Holtze

The theme of the meeting was summed up in its title, "Getting Our Hands Dirty: DIY Solutions for Archival Challenges." The hands-on aspect of the meeting proved very popular with those attending. Participants noted in the post-meeting survey that they particularly enjoyed getting up close and personal with learning how to preserve and conserve archival materials, repairing audio cassettes, and cutting mats for exhibits. A number of KCA members enjoyed a different kind of hands-on experience at the Art for Archivists table where they created artistic pieces from ethically deaccessioned archival and library materials.

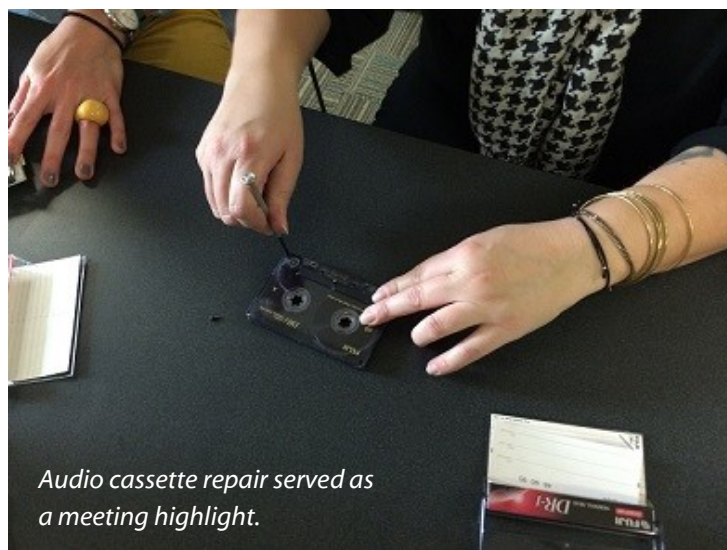
Special thanks go out to the University of Kentucky Special Collections Research Center staff for acting as wonderful hosts and providing a tour of their digitization lab.

Presentation materials from Megan Mummey's session on EAD Automation and Marcy Werner's session on Mat Cutting are available on the KCA website at

<http://www.kyarchivists.com/meetings/fall-2014-meeting/>.

"Hands-on approaches made this a very practical and useful experience!"

- KCA Member



Audio cassette repair served as a meeting highlight.

SHRAB News

Professional Development and Training Opportunity

The KY SHRAB is sponsoring the following SAA workshop:

Privacy and Confidentiality Issues in Digital Archives

Wed, Apr 29, 2015

Kentucky Department for Libraries and Archives

Frankfort, KY

The Kentucky State Historical Records Advisory Board will provide a full registration scholarship (at the early-bird member rate) to 24 archivists, records managers, librarians, or information professionals *living or working in Kentucky* to attend this workshop. Scholarship recipients are asked to pay \$60 security deposit for their seat; the deposit will be refunded upon verification of attendance. Scholarships are first come, first serve.

<http://saa.archivists.org/events/privacy-and-confidentiality-issues-in-digital-archives-1598/593/>

Upon completion of this course you'll be able to:

- Recognize and discuss common legal issues relating to privacy and confidentiality issues in general and for digital archives in particular;
- Interpret these issues from an archivist's perspective;
- Realize when ingested records pose possible privacy and confidentiality legal issues;
- Identify, employ, analyze and compare the ramifications of a variety of legal steps that you might take to prevent or address one of the legal issues; and,
- Communicate and work more effectively with your legal counsel and administration.

Funding Opportunities

CLIR Accepting Digitizing Hidden Special Collections and Archives Proposals

The Council on Library and Information Resources (CLIR) is accepting applications for 2015 Digitizing Hidden Special Collections and Archives awards. The national competition supports digitizing collections of rare and unique content in cultural memory institutions. Funded by The Andrew W. Mellon Foundation, grants may be sought for projects beginning between January 1 and June 1, 2016. Deadline for proposals: April 30.

Funding Opportunities, continued

Kentucky Oral History Commission (KOHC)

The Kentucky Oral History Commission (KOHC) has announced their call for applications to their grant program. The KOHC offers technical assistance and funding to both amateur and professional oral historians to conduct oral history research projects on topics of particular significance to Kentucky. Four grant categories, listed below, encourage participation in the collection and preservation of historically valuable interviews.

Project Grant: Project grants are available to provide assistance in support of the creation of Kentucky oral history research projects. Projects can be grass roots or academically, or community based.

Transcription and Indexing Grant: NEW! Transcription and Indexing grants are available to support the transcription or indexing of existing oral history interviews located in Kentucky repositories whose subject matter is considered a priority research topic by the Commission. Indexing grants are given priority to organizations utilizing an indexing based access platform, such as the OHMS system at the Nunn Center for Oral History at the University of Kentucky.

Technical Assistance Grant: Technical assistance grants are non-cash grants which provide audio-recording equipment, recording media and training to applicants. This grant category is designed to support local and community oral history projects undertaken by inexperienced individuals or organizations.

Preservation Assistance Grant: Provide the appropriate digitization equipment for digital migration of specifically identified oral history collections, as well as training in preservation standards and equipment use. Applications may be submitted at any time and will be acted upon within 30 days of submission. A list of current grant recipients and their projects can be found on the KOHC website [here](http://www.kohc.org). Contact for the KHS Reference Staff more information. 502-564-1792 ext. 4460 or khsrefdesk@ky.gov.

Timeline:

February 14 - project grant application draft to KHS Reference Staff

March 2 - project grant application deadline (postmarked or delivered)

June 1 - project grant awards are announced

July 1 - funding is disbursed

Regional News

MAC 2015 in the Bluegrass State Preview

Submitted by: MAC Local Arrangements Committee

The Midwest Archives Conference (MAC) 2015 Annual Meeting is fast approaching, and the MAC Lexington Local Arrangements Committee wants to keep you up to date on all the great workshop opportunities, events, tours, and special activities with this sneak preview.

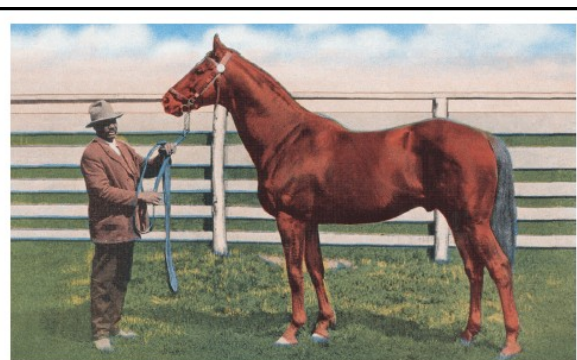
We look forward to seeing you at the downtown Hilton in Lexington from May 6-9!

Preview of MAC Workshops, Tours, and Special Events:

- Accessioning and Ingest of Electronic Records (DAS), Wednesday, May 6, 9:00 am–5:00 pm
- Introduction to Archivematica, Thursday, May 7, 8:00 am–Noon
- Introduction to Best Practices for Electronic Records Management, Thursday May 7, 8:00 am–Noon
- Arrangement and Description, Thursday, May 7, 8:30 am–12:30 pm
- Buffalo Trace Distillery and Horse Farm Countryside, Thursday, May 7, 8:30 a.m.–12:30 p.m.
- Transylvania University Special Collections and Monroe Moosnick Medical and Science Museum, Thursday, May 7, 9:15 a.m.–11:45 a.m.
- Downtown Lexington African American History from 1779 to 1901, Thursday, May 7, 9:00 a.m.–11:30 a.m.
- Berea College Special Collections & Archives, Thursday, May 7, 8:15 a.m.–1:30 p.m.
- Opening Reception at the [Carrick House](#), Thursday, May 7, 6:00 p.m.–8:00 p.m.
- MAC Happy Hour: Bourbon Tasting and Documentary : Location TBA, Friday, May 8, 5:30 p.m.–7:00 p.m.
- Don't forget our guest speaker Joel Pett, the Pulitzer Prize winning editorial cartoonist at the Lexington Herald-Leader! Thursday, May 7, 1:30 pm–3:30 pm

More at the conference website: <http://www.midwestarchives.org/2015-annual-meeting>.

The complete meeting program and registration will be available soon!



Midwest Archives Conference 2015 Annual Meeting



MAC in the Bluegrass State

May 6 - 9, 2015

Hilton Lexington/Downtown
Lexington, Kentucky

Membership

KCA Dues Notice

(January – December 2015)

KCA dues are based on the calendar year and are \$20 per year. Please fill out this form as if it were a mailing label to you. **PLEASE DO NOT USE PERSONAL INFORMATION YOU WOULD NOT WANT ON THE KCA WEBSITE!** We accept registration fees via Paypal, although there is an additional \$1 convenience fee. Please see the membership page of the KCA website to pay your dues electronically (<http://www.kyarchivists.com/membership/>).

Name: _____

Address: _____

For directory (optional):

Phone: _____ Fax: _____

Email: _____

Title/Position: _____

Institution: _____

Send dues checks to:
Heather Stone
The Filson Historical Society
1310 South Third Street
Louisville, KY 40208

Make Checks Payable to: *Kentucky Council on Archives*

The Kentucky Council on Archives, a professional membership organization, does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability and provides, on request, reasonable accommodation including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities. Persons requiring special accommodation or auxiliary aids must notify a member of the KCA board thirty (30) days prior to a meeting so that the proper arrangements can be made.