



# THE ROCKY MOUNTAIN ARCHIVIST

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Winter Issue

## Douglas County internship experience a benefit to both parties

The following article is a two-part write-up about a recent internship at the Douglas County History Research Center.

**Cali Neuberger**  
**DCHRC Intern**

This internship was an unexpected opportunity. I stumbled upon the posting in the University of Denver Library and Information Science program listserv at a time when I was busy juggling coursework and several part-time jobs. Luckily, I was able to apply just a few days before the deadline. After my interview I was sure someone more qualified would get the job, and was surprised when Blake called to offer me the position. I was excited to accept and am glad I decided to go for it, because the experience has proven extremely valuable.

Through this internship, I was able to move the Douglas County History Research Center (DCHRC) significantly forward in their processing efforts. I worked on three backlogged collections: the Frank Rowley Kime Photograph Collection, a collection of 475 digitized photographs; the Deckers Photograph Collection, a collection of 87 digitized photographic prints; and the Perry Park Visual Materials collection, a large

collection of digitized film and photographic prints.

By processing and providing access to these collections, I developed valuable real-world skills that will be useful throughout my career. I did extensive research to familiarize myself with the collections and ensure my descriptions of the photographs were accurate and useful. I became comfortable with the local metadata schema by creating over 500 catalog records for photographs in PastPerfect. I also learned how to normalize data between software applications by moving those records between PastPerfect and ContentDM. This process involved editing exported PastPerfect data in OpenRefine and Excel to prepare it for import into ContentDM. Finally, I used eXtensible markup language (XML) to create Encoded Archival Description (EAD) finding aids which were then uploaded to the content management system as well as the Rocky Mountain Online Archive (RMOA). These technical skills will help immensely when I begin searching for full-time archival jobs.

These real-world experiences also bolstered my understanding of the archives profession as a whole. Bastian writes that in archival internships, “the practical and theoretical work side by side” (2002, p. 173). This could not have been truer of my experience. Because I happened to be taking the Intro to Archives class at the University of Denver at the same time as this internship, I frequently made connections between the theories I was

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# Notes from the President



Greetings, SRMA-ers!

We've had quite an active winter/spring since January on the SRMA Board. Most of our time has been devoted to bringing DAS webinars and workshops to our Rocky Mountain community. Adam Speirs has been coordinating this effort, and has worked out a great deal for us on the webinars. Here's the schedule in case you have missed it:

- [Standards for Digital Archives \(Foundational\)](#) - April 15 @ 3:00 PM
- [Electronic Records: The Next Step! \(Tactical & Strategic\)](#) - June 10 @ 3:00 PM
- [User Experience Design and Digital Archives \(Transformational\)](#) - August 11 @ 3:00 PM
- [Archival Collections Management Systems \(Tools & Services\)](#) - September 12 @ 3:00 PM
- [Providing Access to Digital Archives \(Tactical & Strategic\)](#) - December 1 @ 3:00 PM

In addition, we will have five onsite classes

through SAA this year:

- **Digital Curation: Fundamentals for Success** - May 5, 2016 @ Auraria Library in Denver
- **Digital Arrangement and Description of Electronic Records 1 & 2** - July 18 and 19 @ Denver Public Library
- **Digital Forensics** in August (tentative)
- **Digital Repositories** in October or November (tentative)

The Colorado Historic Records Advisory Board has given us a grant of \$4000 to defray some of the costs of the Digital Arrangement and Description classes. Details are still being worked out, but look for information on three scholarships to that class (registration only – no travel stipend) and a substantial discount per person for Colorado Residents.

We have several open board positions: Vice President/President Elect, Secretary, Program Chair and a non-voting board position: Newsletter Editor, that we are looking to fill at the Spring Meeting, so stay tuned for more details on that as well.

We are also partnering with several other professional library-related organizations for the Colleague Connection at the University of Denver on **April 28**. Jeffrey Beal will be the keynote speaker. He will talk about predatory publishing.

It's been an amazing experience being the SRMA president, and I look forward to seeing everyone at the Spring meeting on **May 6!**

Shaun Boyd

**Membership Information & Benefits**

SRMA membership is drawn from regular and volunteer staff of archives, historical societies, museums, businesses, government agencies, libraries, colleges and universities, religious institutions and other persons who are concerned with the identification and care of information that documents the history of our region. Individual membership is open to any interested person. Institutional memberships are welcome and encouraged.

SRMA membership facilitates the exchange of archival knowledge and assistance. It advances the interests of individual archivists and of the archival profession. Members automatically receive the SRMA newsletter, membership directory, regional archives directory, and informational materials. The Society also has an editorial board for the publication of occasional papers. We invite you to complete the membership application form located on the SRMA website to enhance your personal career development and to further the cause of the archival profession in the Rocky Mountain region.

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learning in class and every day archival work. While working on creating metadata I got to listen in on practical discussions between DCHRC archivists regarding the day-to-day operations of the archives, like plans to increase public engagement through a user submitted photo-contest, or the challenges of building a digital preservation program from scratch. Most importantly, I saw firsthand the many different responsibilities of a local history archivist over the course of a typical day, from answering reference questions to solving technical challenges to preparing presentations for local historical societies. I left this internship with new skills, new professional contacts, and the satisfaction of knowing that my efforts will lead to increased access and use of the collections at the Douglas County History Research Center.

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By **Blake Graham**  
DCHRC Archivist

How do I say this lightly? Cali Neuberger represents a tour de force of outstanding professionalism. All of the staff at the Douglas County History Research Center (DCHRC) are grateful to have had the opportunity to work with Cali. As much as I would like to extol Cali's work during her internship at the DCHRC, I must suppress the urge – even though she deserves every bit of commendation. Instead, I would like to share a few thoughts with the professional community regarding the administrative details and institutional benefits of planning and coordinating a successful internship.

Imagine, just for a brief moment, that you are an experienced archivist and your calculated processing rate for photographs is roughly four photographic prints per hour, which includes all tasks ranging from acquisition to access. Assuming this rate was calculated while balancing a host of other responsibilities in your department, it would take a salaried archivist about eight weeks (approximately 280-320 total hours) to process one Hollinger box of photographs. Cali, dedicated to specific processing projects, accomplished this task in eight weeks as a part-time employee (about 130 total hours).

Responsible and strategic allocation of resources can sometimes be challenging in organizations. Although many internship opportunities are offered across Colorado each year, paid opportunities are few and far between. When the idea of an internship was first proposed last summer, our department formed a cost analysis report to help build a business case for moving forward. From the administrative point of view, an internship was cost- and time-effective.

Needless to say, the internship proved to be a smart investment for managing and providing access to cultural heritage materials. By bringing Cali onboard, the paid internship served as a conduit for valuable productivity – an argument I'm forwarding to

the administration to continue investing in. Ultimately, there was no loss to the organization, which was proven by comparing a cost-analysis report with the overall output of the internship.

Paid internships are rewarding for both organizations and students. The drawbacks of time and training required during on-boarding is outweighed by the overall productivity and output. As a professional community, I'm confident that we can successfully advocate for increasing paid internships across our organizations. After all, we do have some obligation to help forge the connection between theory and practice – this is critical for any professional community eager to expand. Perhaps an inter-organization internship cooperative among libraries, archives, and museums could help with the process of leveraging support for continuing paid internships? What are your thoughts? By locking arms, we could potentially help each other in creating arguments in favor of bringing a student on-board, or forming a cost analysis report – how exciting! (The locking arms part, not the report).■

## Have you renewed?

**Please consider renewing your membership in the Society of Rocky Mountain Archivists for 2015!**  
**Membership remains \$10 for students, \$15 for individuals, and \$30 for organizations.**  
**Renew now so you don't miss out on anything!**

# SRMA Board Nominees

The SRMA Nominating Committee will send out a ballot to vote on the following slate of officers.

## **Vice President (President/Past President) - Jamie Seemiller**

Since 2013, I have been an Acquisitions Librarian at the Denver Public Library Western History and Genealogy Department. I received my B.A. in Cinema from Southern Methodist University and spent 10 years as a coordinating producer in educational television. I graduated from the University of Denver with an MLIS degree in 2007, joined the Western History staff and became a Certified Archivist in 2008. From 2008 to 2013, I was the Program Administrator for the IMLS grant Creating Communities. The grant project created an online social archive to collect and preserve Colorado history. In 2011, I was selected to be in the inaugural class of the train the trainer program for the Digital Preservation and Outreach Education (DPOE) program at the Library of Congress. I have served as the SRMA Archivist since 2011 and was on the Local Arrangements Committee for the Western Roundup in 2015. My involvement with SAA started in 2006 when I helped to establish a student chapter at DU. I have also served as a SAA mentor and Chair for the Public Library and Special Collections Roundtable (2012-2013). I recently received my DAS certification and am serving on the 2016 Program Committee for the annual conference in Atlanta this summer.

## **Secretary - Kevin Clair**

Kevin Clair is the Archives Processing and Metadata Librarian at the University of Denver, a position he has held since February 2013. He is responsible for managing the processing, arrangement, and description of physical and digital collections in Special Collections and Archives at DU, and sets content and collection development priorities for the Libraries' digital repository, Special Collections @ DU. Prior to DU, he was the Metadata Librarian at Penn State University from 2007 to 2013. He is active in the American Library Association, Society of American Archivists, and the Digital Library Federation. He holds a M.S. in library science from the University of North Carolina at Chapel Hill and a B.A. in history from Carleton College.

## **Member-at-large (Program Director)**

### **Jessie de la Cruz**

For the past 10 years, I have worked in and with a variety of cultural heritage institutions, and, as a result, have cultivated a broad perspective on how to engage diverse internal and external audiences. My most recent position at the Clyfford Still Museum as the Archivist and Digital Collections manager have presented me with fantastic opportunities which have pushed me to work creatively in order to both sustain and create community engagement with the Clyfford Still Museum programs and archives. Since my appointment I have spearheaded the ground-up effort to create and provide access to the museum's archives, art research center, and digital collections. Throughout the process I have provided vision and direction in the creation, implementation, and guidance of the archive and libraries strategic initiatives; performed collection development, managed budgets, implemented database and content management systems, and created a digitization program for the preservation of analog and digital assets. My most fulfilling work has been when I have collaborated with various museum departments to develop programs, workshops and events that bring in large audiences; such as our sold out Distilled series, or the premiere screening of the found archival film footage of Clyfford Still, which was accompanied by a live, original music score performed in front of a sold out audience in the museum's courtyard. I feel that

all of my professional experience has coalesced into this very position and I am eager to apply my experience and enthusiasm toward the promotion and increasing the awareness of the archival field.

### **John Major**

I was born in Colorado and have lived my entire life within its borders. I received my undergraduate degree from the University of Colorado at Denver in English/Literature and am currently enrolled in the University of Washington's iSchool MLIS program. I worked at Auraria Archives for four years where I processed several collections and worked closely with other Denver-based libraries and archives.

I am currently the Associate Reference Librarian at the Bud Werner Memorial Library in Steamboat Springs. I am also the proud supervisor of four wonderful and adept assistants. Patros service is a passion, and in addition to my daily reference responsibilities, I continue to indulge in the archival and digital repository scenes. I also moonlight at the Colorado Mountain College library a few nights a week, managing work-study students and providing reference services.

Academically I have enjoyed several archival courses focused on ethics, procedures, and most recently digital preservation. Presentations, workshops, and other resources provided by the Society of Rocky Mountain Archivists have proven welcome supplements to my ongoing education.

Leisure activities include hiking, biking, camping, snowshoeing, and generally enjoying the outdoor opportunities in Routt County. I am an avowed science fiction nerd and occasionally fantasize about off-planet information services. One of my favorite books is Doris Lessing's *Canopus in Argos: Archives* - a beautiful work that promotes, among other things, the preservation of and access to our collective memory.

## News & Announcements

### Spring Meeting Registration is Open

The SRMA Spring Meeting will be held on May 6 in Denver, our theme is acquisitions. We have put together a great lineup of speakers for the day, and as always, lunch and snacks are included with registration.

Registration and an agenda for the day are available at: <http://www.srmarchivists.org/meeting/2016-spring-meeting/>

The deadline for registration is April 22, so register today!

### Documentary film about the history of the Colorado Fuel and Iron Company to be released in Fall 2016

If you've got an extra three minutes check out the trailer for "Forging the West," a documentary film about the history of the Colorado Fuel and Iron Company, produced by HaveyPro Cinema in association with Historic Pueblo, Inc., to be released in the Fall 2016.

Research and archival content provided by the Steelworks Center of the West Archives.

<https://vimeo.com/156750666>

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## SRMA Governing Board

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## In the Media

**Denver Public Library Archivist Kellen Cutsforth** was interviewed by Ryan Warner of Colorado Matters on Colorado Public Radio on the occasion of the release of Cutsforth's book: *Buffalo Bill, Boozers, Brothels, and Bare-Knuckle Brawlers: An Englishman's Journal of Adventure in America*. The book is based upon the diary of Englishman Evelyn Booth, which resides in the Western History/Genealogy Department at DPL. The interview can be found at [www.cpr.org](http://www.cpr.org).

*Were you or your institution spotlighted in the media? Please be sure to drop us a line at [editor@srmarchivists.org](mailto:editor@srmarchivists.org) to let us know!*