
The Kentucky Archivist

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Newsletter of the Kentucky Council on Archives

Fall 2002

KCA Administrative Board Members for 2002-2003

Jim Cundy

Kentucky Department for
Libraries and Archives
Chair, 2002-2003
(term 2001-2003)

Whitney Baker

University of Kentucky
Vice Chair/Chair Elect
(term 2002-2004)

Katherine Burger Johnson

University of Louisville
(term 2001-2003)

Bill Kostlevy

Asbury Theological
Seminary
(term 2002-2004)

Michael Veach

Filson Historical Society
(term 2001-2003)

Glen Taul

Georgetown College
Ex officio member
Past Chair

Nancy DeMarcus

University of Kentucky
Treasurer
(term 2001-2004)

Deborah Whalen

Eastern Kentucky University
Newsletter Editor
(term 2000-2003)

Mary Margaret Bell

University of Louisville
Web Editor
[http://www.louisville.edu/
library/uarc/kca/index.htm](http://www.louisville.edu/library/uarc/kca/index.htm)

Fall Meeting

From the Chair

Nearly two hundred years ago, William Clark joined Meriwether Lewis in Louisville. The duo and their party proceeded to St. Louis and commenced their trek across unexplored regions of the continental United States and into the Oregon Territory. The Kentucky Council on Archives is using its Fall 2002 Meeting to help commemorate this historic journey.

The program, appropriately entitled "Lewis and Clark's Louisville," will detail various aspects of life in "Falls City" around the time of the expedition. Even more appropriately, the meeting will take place at the Locust Grove Historic Home. Locust Grove was the residence of William's sister Lucy and her family; and, in the final years of his life, George Rogers Clark, William's older brother, Revolutionary War Hero and founder of Louisville.

The meeting promises to be a fascinating one. Three of our speakers are affiliated with the University of Louisville. Dr. J. Blaine Hudson, Associate Professor, Chair of the Pan-African Studies Department, and Associate Dean of Arts and Sciences, will speak on slavery in Louisville around the time of Lewis and Clark. Dr. Eugene Conner, M.D., formerly of the University's School of Medicine,

will speak on the city's medical history in the early nineteenth century. Tom Owen, Associate Archivist for Local History, will speak generally on this time period in Louisville's history.

Finally, Jim Holmberg, Curator of Special Collections at the Filson Historical Society and editor of the recently published *Dear Brother: Letters of William Clark to Jonathan Clark* (New Haven: Yale University Press, 2002), will speak on the Clark letters. I urge you to attend what will be an intellectually stimulating jaunt through Louisville of the early nineteenth century.

The first six months of my tenure as Chair have contained both excitement and disappointment. Exciting notes have sounded in the opportunity to be a part of the development of the first Kentucky Archives Week.

The State Historical Records Advisory Board (SHRAB), in conjunction with KCA, has chosen October 6-12, 2002, to be denoted Kentucky Archives Week. This will be an annual event and represents an opportunity to celebrate archives and the archival profession. Archivists around the state should take this opportunity to make the general

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Lewis and Clark's Louisville

Kentucky Council on Archives

Fall Meeting Program

October 4, 2002

Locust Grove Historic Home, Louisville, KY

9:00-9:30 Registration

9:30-9:45 Welcome and introduction

9:45-10:30: *Slavery in Lewis and Clark's Louisville*

Dr. J. Blaine Hudson, Chair of the Pan-African Studies Department and Associate Dean of Arts & Sciences,
University of Louisville

10:30 - 10:45: **Break**

10:45 - 11:30: *Medical History in Lewis and Clark's Louisville*

Eugene Conner, M.D.

11:30 - 11:45: **Break**

11:45 - 12:30: *Everyday Life in Lewis and Clark's Louisville*

Tom Owen, Associate Archivist for Local History, University of Louisville

12:30-1:30: **Presentation of Archives Week Award to Dr. Thomas D. Clark**

Lunch and general meeting

Box lunch supplied by City Cafe

1:30-1:45: **Break**

1:45 - 2:45: *The William Clark Letters*

Jim Holmberg, Curator of Special Collections, Filson Historical Society

Adjournment

KCA Meeting Registration, Fall 2002

Please register by September 30, and send Registration Fee (\$20 for members or \$25 for non-members) to:

Nancy DeMarcus

University of Kentucky, University Archives & Records Program,

204 King Library, Lexington, KY 40506-0039

Name: _____ Phone: _____

Address: _____

Make checks payable to: Kentucky Council on Archives

Collection News
University of Kentucky
Audio-Visual Archives
Lexington, Kentucky

Saving the Lafayette Studio Collection

One of the most used Special Collections and Archives photographic collections at the University of Kentucky is the Lafayette Studio collection. Despite only 200 photos being posted online in the Kentuckiana Digital Library (www.kyvl.org), this collection accounts for over 40% of total photographic reference requests.

The Lafayette Studio collection is a set of over 10,000 negatives and prints, donated by the now-defunct Lafayette Studio. It is one of the few sources for information about Lexington's downtown and business architecture of the 1930's and 1940's (second only to the Lexington Herald-Leader's private archives).

One book has already been written based on data from the collection: Lafayette's Lexington, Kentucky (Tom House and current UK AV Archivist, Lisa Carter). Two other scholarly works, both by UK professors, have utilized sections of the collection: Dr. Greg Waller's *Main Street Amusements: Movies and Commercial Entertainment in a Southern City, 1896-1930*, and Dr. Gerald Smith's forthcoming *Arcadia* publishing project, involving African-American experiences in Central Kentucky.

There's just one problem with the Lafayette Studio collection; it's slowly destroying itself. Almost $\frac{3}{4}$ of the negatives are acetate negatives, an unstable format that contains the same type of acid as modern table vinegar. After several decades, the acid often becomes gaseous, causing the negative to shrink, its composite layers to break apart, and its surface to buckle and crack. This process is known as "vinegar syndrome" because of the pungent odor it gives off.

When UK Audio-Visual Archives employees first began sorting the collection in 1996, they noticed that many of the Lafayette Studio negatives were already in the advanced stages of "vinegar syndrome." The worst of these were pulled aside, with the intent of making archival prints, which can survive, under ideal conditions, for hundreds of years. This was just a stop-gap solution, however; it didn't keep the collection as a whole from continuing to degrade.

What no one could have predicted was how quickly the collection was deteriorating. Many negatives that were perfectly fine in 1996, for example, had been rendered unviewable by 2001. Something had to be done to preserve the data, lest it disappear forever. Though it is at this point prohibitively expensive to halt the decomposition process entirely, Audio-Visual Archives Staff Assistant, Jason Flahardy, is working to capture data from damaged negatives.

This digital-capture strategy uses the light manipulation abilities of Adobe PhotoShop to bring out the information that can no longer be printed from the damaged negatives. First, he places the damaged negative (emulsion side up) on a lightboard in a darkened room. Second, he takes a high-resolution digital photograph of the negative, which he feeds into Photoshop. Third, the image is flipped and desaturated, which changes the negative to strict black-and-white, sharpening the image considerably. Fourth, the image is inverted or changed from a negative to a positive. Lastly, the new image is tweaked using automatic and/or manual light contrasting features. The entire process takes less than 5 minutes per image, and can recover up to 95% of the data from even severely damaged negatives.

While this process is not an ideal preservation strategy, it has allowed the Audio-Visual Archives to restore information that was once captured on photographic film and then lost through acetate deterioration. The resulting digital images may not be adequate for display because of the buckling, but

the visual information can now be accessed by patrons. An exhibit featuring these deteriorating negatives and their digital and print surrogates will be on display in William T. Young Library and on the Audio-Visual Archives web site (www.uky.edu/Libraries/Special/av/) during Archives Week.

Submitted by Richard Nathan Leigh

Mount Saint Joseph Archives

Maple Mount, Kentucky

The Archives staff is presently working on the creation of a Necrology Book for the small chapel. The book will have a page for each day of the year with the names of the sisters that died on that day with their birth dates. It will be done in very large type so it can be easily read. It will also include a first and last name index.

Submitted by Sister Vickie Cravens

Eastern Kentucky University

Richmond, Kentucky

During spring 2002, the staff of Special Collections and Archives began to work on a survey of all its holdings. This involved opening every box in the Archives and determining basic information, such as the donor/office of origin, the volume of material, the type of record, date range, proper accession number, and status. The surveyed material was reboxed or rehoused as necessary and a new processing/accession sheet was created for each accession in order to facilitate the prioritization of collection needs. These accession sheets were then combined with all existing accession information, such as donor agreements, preliminary inventories, and correspondence, and the basic information about each accession was added to an accession database created with Microsoft Access. Over 3000 cubic feet of materials have been surveyed so far and a survey of the remainder is expected to be complete by December 2002.

Submitted by Deborah Whalen

Diocese of Owensboro Archives

Owensboro, Kentucky

We have been transferring our holdings from improvised boxes to acid-free ones. This means we have to redo the Finding Aids because the new boxes hold more than the old ones and the contents will change. This is quite a challenging job but with the aid of Claudine Blandford and Jewell Brown, my volunteers, we are making progress slowly. At the same time there are, it seems, volumes of documents and photographs coming in from the various offices, churches, schools, organizations and the like. The stack grows day by day!

Submitted by Sister Emma Cecilia Busam, OSU

Upcoming Workshops

Society of American Archivists

Fall Education Schedule

0318 Encoded Archival Description

Northridge, CA

September 20-21, 2002

0312 Style Sheets for EAD - Delivering Your Finding Aids on the Web

Washington, DC

September 26-27, 2002

0315 Archival Cataloging as a Component of Description

Blacksburg, VA

October 7-8, 2002

0316 Oral History: From Planning to Preservation

Rapid City, SD

October 9, 2002

0313 Business Archives... Establishing and Managing an Archives

Minneapolis, MN

October 16-18, 2002

0317 Basic Electronic Records

Edwardsville, IL
October 21, 2002

0314 Copyright: The Archivist and The Law

Poughkeepsie, NY
October 24, 2002

0320 Understanding Archives

Stevenson, MD
November 14-15, 2002

For details and/or to register, visit
www.archivists.org/prof-education.

Mary Margaret Bell begins work as the coordinator of archives and retrieval systems for Jefferson County Public Schools on October 1. She served as an archivist for the University of Louisville for the last eight years.

Chuck Hill began working at Eastern Kentucky University in December 2001 as the University Archivist and the Team Leader of Special Collections & Archives. He comes to EKU from the Missouri Historical Society, where he was the head of the Archives. He has also worked as the curator of photographs at the San Diego Historical Society, the project archivist at The Nelson-Atkins Museum of Art Archives, and the project archivist and director of the Lakota Archives & Historical Research Center.

Shirley Botkins and **Doris Heyn** retired from Jefferson County Public Schools on July 31. Shirley is recovering from injuries suffered in a serious car accident that occurred only a few days before her retirement.

The Local Records Program at the Kentucky Department for Libraries and Archives recently lost two regional administrators (RA) to retirement and resignation. **Gerald Thompson**, the RA for the west area, retired after 18 years of service. **Lena Jones Turner**, the RA for the east area, resigned after 12 years to spend more time with her two young children. With combined experience of 30 years, their knowledge will not be easily replaced. **Tim McIntosh**, who has worked as supervisor of the State Records Center for over 10 years, was hired to fill the east region position. The west area position will be filled soon.

People

Employment & Professional Activities

Whitney Baker, Conservation Librarian at the University of Kentucky, recently finished a four-year project to conserve part of the Peal Manuscript Collection. 2118 items were removed from deteriorating scrapbooks and conserved individually, a process that included cleaning, washing, alkalizing, and mending each item as appropriate. The collection includes manuscripts, prints, photographs, and ephemera donated to UK by Hugh Peal. This part of the collection joins the William Wordsworth and Samuel Taylor Coleridge letters that Whitney treated in the summer of 2000.

Susan Knoer of the University of Louisville's Special Collections has won a scholarship from the National Endowment for the Humanities to the Preservation Management Institute at Rutgers over the next year. The program consists of one-week classroom sessions from which students take home knowledge that can be implemented in their own systems during the term. Susan is a student in the University of Kentucky's MLIS program as well.

Fall Meeting

Directions to Locust Grove Historic Home 561 Blankenbaker Lane, Louisville, Kentucky:

From I-65 - Take I-71 North. Continue on I-71, passing the I-64 split, and exit at Zorn Avenue. Turn left onto Zorn, taking care as you cross the median. Make a right turn onto River Road at the

light (Chevron Station on the corner). Turn right onto Blankenbaker Lane, approximately 6 miles from downtown Louisville, at the traffic light. You will proceed gradually uphill as you travel away from the river, and will find the entrance to the Locust Grove parking lot on your left, immediately past Twin Hill (on the right).

From Downtown Louisville - Take either the I-71 to Zorn Avenue route described above, or if you are already close to the riverfront, just take River Road all the way out to Blankenbaker Lane.

From points along the Watterson Expressway (I-264) - Take the Watterson eastward to the Brownsboro Road (U.S. 42) exit. At the end of the ramp, turn left and proceed to the third traffic light. Turn right onto Blankenbaker Lane. Locust Grove will come into view within about 1-1/2 miles, just as you crest a small ridge. Make a right turn into the parking lot, just after passing the historic house.

From the east - Take I-64 west to the Watterson Expressway (exit 12) and follow the above.

In the News

Kentucky Department for Libraries and Archives

Frankfort, Kentucky

KDLA Celebrates Building Anniversary

The Kentucky Department for Libraries and Archives plans to celebrate the 20th anniversary of the opening of its main office, the Clark-Cooper Building, on October 8. Staff will provide tours, followed by a ceremony and reception. Speakers at the ceremony will include Dr. Lewis J. Bellardo, Deputy Archivist of the United States and Kentucky State Archivist from 1980 to 1986, and Dr. Robert S. Martin, Director of the Institute of Museum and Library Services. Dr. Thomas D. Clark and Vernon Cooper, two long-time supporters of the libraries and archives for whom the building is named, will also be part of the program.

Kentucky State Government Still Without a Budget

The Kentucky General Assembly did not pass a budget for the 2002-03 biennium in either the regular or a subsequent special session in 2002, so state government is now operating on a budget issued by Executive Order of Governor Paul Patton. A lawsuit challenging the governor's authority to operate government on this basis will be heard in October. More than likely there will be further budget reductions in the current fiscal year.

Electronic Records Working Group Formed

A newly formed Electronic Records Working Group (ERWG) had its first monthly meeting in May 2002. Composed of staff from the Kentucky Department for Libraries and Archives, the Governor's Office for Technology, the Office of the Attorney General, and Auditor of Public Accounts, the ERWG provides a forum for discussion of electronic records-related issues affecting Kentucky state and local government agencies.

Among the issues the group is currently working on are the development of e-mail management guidelines, use of encryption technology for electronic signatures, and the evaluation of records management software.

At its first meeting, the ERWG reviewed the newly revised General Schedule for Electronic and Related Records that was subsequently approved by the State Archives and Records Commission. This was a complete revision of the existing schedule, originally passed in 1988. The new schedule is more detailed in its coverage of the records involved in the administration of electronic systems.

The Department is currently developing training modules to help educate agency records officers and IT personnel in the implementation of the General Schedule for Electronic and Related Records. The schedule can be found on the KDLA web site at www.kdla.ky.gov/pubrec/Recordkeeping_and_new_technologi.htm.

**Find-It! Kentucky
Offers Individual Searching Capabilities for
Agencies**

Find-It! Kentucky, the Government Information Locator Service (GILS) provided by the Kentucky Department for Libraries and Archives, recently began offering a new search service for individual agencies. Agencies may use the Find-It! software to search their individual web pages. Using this search for individual agency pages will save government agencies money, as they will not have to purchase searching software. This has been tested in three agencies, with success, and will now be made available to all state government agencies.

Submitted by Barbara Teague

**Mount Saint Joseph Archives
Maple Mount, Kentucky**

Ursulines Dedicate New Health-Care Facility

A new health-care facility called Saint Joseph Villa was dedicated August 5, 2002, at the Ursuline Sisters of Mount Saint Joseph Motherhouse in Maple Mount, Kentucky, near Owensboro. Owensboro Bishop John J. McRaith presided at the dedication and blessing of the \$7.8 million, 42-bed facility, which is equipped for skilled nursing care. It replaces the former infirmary in Lourdes Hall on the Motherhouse campus. Saint Joseph Villa, a one-story structure, has indoor access to the community main chapel and dining room. It also has a small chapel and dining room within its walls. From the above paragraphs you can see where the emphasis has been for the last few months. Archives staff has been busy documenting the various layers of construction through videotaping, photographs and collection of documentation. The staff was also part of the "movers" which included all able-bodied people - staff, sisters and volunteers. The process of moving 34 Sisters and their belongings into their new home was completed in three days!

Submitted by Sr. Vickie Cravens

ACDA Conference

On July 26-31, 2002, the Association of Catholic Diocesan Archivists (ACDA) held its biannual conference at the University of St. Mary of the Lake in Mundelein, Illinois. "Ensuring Access while Preserving Our Heritage: The ACDA Celebrates Twenty Years of Service to the Church" was designed to address the pressing needs of Dioceses to manage their current records more effectively, preserve their historical records, and provide access to their collections. This program was very good and around 60 or more attended.

Submitted by Sister Emma Cecilia Busam, OSU

**University of Louisville
Louisville, Kentucky**

Special Collections Exhibits For the Fall

*Broadway Broadway Broadway:
100 years of Louisville's Premier Thoroughfare*
Curated by Andy Anderson and Susan Knoer
Photographic Archives Gallery
July 8, 2002 - September 16, 2002

*The Great American Paperback:
Selections from the Donald Guss Collection*
Curated by Amy Purcell and Bob Roehm
Rare Books Gallery
July 8, 2002 - September 16, 2002

Gallery hours:
10:00 AM - 4:00 PM Monday - Friday
Until 8:00 PM Thursday

ARL Membership

The University of Louisville was unanimously voted into the Association of Research Libraries this spring. ARL membership is by invitation only and is based on collection, services, publications and other resources, and on support from the university's administration, faculty and students. Much of the review centered on the Libraries' special collections.

Submitted by Susan Knoer

Fall Meeting

From the Chair (cont.)

to make the general public more aware of the existence of their collections, the nature of their work, and the vital nature of both.

Along with members of SHRAB and representatives from other archival repositories around the state, KCA Chair-Elect Whitney Baker and I are serving on an Archives Week Coordinating Committee. The committee is exploring ways of publicizing Archives Week, including a website (archivesweek.ky.gov), a press release, and a bookmark. We will post a sample press release on the website soon, and the bookmark will be appearing shortly.

The website offers an opportunity for publicity. If you are planning anything for October 6-12, please inform either me (jim.cundy@kdla.net) or Barbara Teague (barbara.teague@kdla.net) at the Kentucky Department for Libraries and Archives, and we can place notice of the event on the website. If you have chosen not to celebrate Archives Week this year, please remember it in the future and plan some event to help spread the word.

Disappointment comes with the news that Whitney Baker will be leaving. Whitney has taken a position at the University of Kansas and will be moving the week of September 29. It is a shame to lose someone as capable and hard-working as Whitney. We wish her nothing but the best at her new position.

In paragraph 16, KCA's Constitution states that: "Each year the Administrative Board shall serve as a nominating committee...The Administrative Board shall present [nominees] to the spring business meeting. Those members present at the spring business meeting shall then hold an election to fill the vacancies on the Administrative Board."

While the position of Chair-Elect is not a regularly-occurring vacancy, it is certainly one that KCA needs to fill as quickly as possible. To this end, the

Board will present Tom Rosko, University Archivist and Director of the University Archives and Records Program at the University of Kentucky, as its nominee to fill Whitney's position at the fall meeting.

Finally, I would like to mention the survey originated by our past KCA Chair, Glen Taul. The survey is still located on our website and is one way the Administrative Board can obtain input from our membership regarding the long-term direction of KCA. If you have not done so, please visit our site and fill out the survey.

I look forward to seeing you in Louisville on October 4th for what will be an informative and exciting meeting.

Yours truly, *Jim Cundy*

Kentucky Archives Week: Our Past Deserves A Future, October 6-12, 2002

September 30- October 12	Lexington Public Library Archives Week Exhibit Kentucky Room	October 8	Diocese of Covington Open House
September 30 Signing 10:00 a.m.	Gov. Patton Proclamation Declaring October 6, 2002 as Kentucky Archives Week	October 30 2:00 p.m.	Kentucky Department for Libraries & Archives 20 th Anniversary Celebration of the Clark-Cooper Building Opening
October 4	Kentucky Council on Archives Meeting	October 8 6:00 p.m.	Filson Historical Society Lewis & Clark Exhibit Guided Gallery Tour
October 6-12	Daviess County Public Library Exhibit: Special Donations to the Kentucky Room	October 8, 10 11 a.m.-1 p.m.	Kentucky Historical Society <i>Clio's Corner: Caring for Old Photos and Papers</i> Chat with archivists about preserving your family collections Commonwealth Hall
October 6-12	Kentucky State University Center of Excellence for the Study of Kentucky African Americans Exhibit: Recent acquisitions from 1947 Kentucky State graduate Lyda B. Waters	October 10 10 a.m.-11 a.m.	KDLA Workshop: <i>Using the 1930 Federal Census for Kentucky</i>
October 6-12	Mason County Museum <i>Price of Preserving Our Past</i> Early county documents and maps and the cost of their storage, conservation and retrieval		Kentucky Historical Society Archival Tour of <i>A Kentucky Journey</i> Tour this exhibit of Kentucky history from an archival perspective. Learn more about the thousands of documents, photographs, maps, and personal narratives used to Develop the permanent exhibits in the Kentucky History Center. Featuring museum theater performances based on archival resources.
October 6-12	Muhlenberg County Public Libraries Archives Week Exhibit	October 10 5:00-7:00 p.m.	
October 6-12	University of Louisville Department of Special Collections Thea Stein-Lewis Archive Exhibit, gift of James Keehner		
October 6-12	Villa Madonna Academy, Villa Hills Exhibit: Purchase of the Collins Estate, now VMA, by the Benedictine Sisters of Covington, KY	October 10 2:00-4:00 p.m.	University of Louisville University Archives and Records Center Open House & Tour of UARC Facilities
October 7	Western Kentucky University <i>Treasures in Our Archives</i>		Louisville Public Library Main Branch on York Street Display: Original copy of the Declaration of Independence, owned by TV producer Norman Lear. The 1776 item, one of the Dunlap Broad sides, is one of 25 known remaining original copies of Thomas Jefferson's landmark document.
October 4	Lexington Public Library and Fayette County Genealogical Society <i>Local Records for Genealogists</i>	October 16 - November 3	

<http://archivesweek.ky.gov> | Events as of September 2