

LETTER FROM THE PRESIDENT



S. Louise Grundish

Dear ACWR members,

As the leaves begin to lose their bright colors and fall to the ground and the air holds a brisk chill, we once again look forward to the beginning of a new liturgical year.

I am sure for many of us it seems that it was just yesterday when we were planning for 2012-2013 and now we look forward to 2013-2014.

The ACWR Board met in Greensburg on October 3rd and 4th and had a very full and productive meeting. Board members recognize the importance of using electronic media in the most efficient way possible. With the help of Veronica Buchanan, our Executive Secretary, we are hoping to update our web site as soon as possible. In addition, we hope to investigate the use of other types of social media as well.

As part of the discussion regarding electronic media, we are investigating the use of Webinars so that all members can take advantage of educational programs available. We also continue to find ways to bring educational programs to local areas. Please send any ideas for how this might be accomplished along with possible topics to be considered.

The members of the Board reviewed again the evaluations from the 2012 Triennial Conference and then worked to begin the planning for 2015. I am happy to announce that the Conference will be held at the Sheraton Station Square in Pittsburgh, Pennsylvania from August 27 through August 30, 2015.

The theme of the Conference is **“BRIDGING TRADITION AND TECHNOLOGY.”** While there are many suggestions noted on the evaluations, board members are anxious to receive topics or names of possible speakers from our members. If you wish to join in the planning for the Conference, please send your name and interest to myself or to the ACWR office. Committees will be formed at the April meeting.

May I take this opportunity to wish each of you a very Happy Thanksgiving and a blessed Christmas. Thank you for all that you do to preserve our rich and varied histories.

Louise Grundish, SC, lgrundish@scsh.org

THE HERITAGE ROOM: A Tool for the Formation of Lay Colleagues in Our Story and Charism

In July, 2001, the Sisters of Mercy of the Regional Community of Detroit in Michigan opened a new Heritage Room. It is a multi-purpose room. The majority of the area tells the story of the formation of the Detroit Regional Community and gives a snapshot of the life of the Sister of Mercy in the early 21st century. To tour the history section, is like a pilgrimage and ends with a moment of reflection at the shrine to Mary, the Mother of Jesus. Four panels also introduce you to the communities that are now the West Midwest Community of the Institute of the Sisters of Mercy of the Americas.

The rest of the room contains a cozy corner with a 'fireplace' to read and listen to books and art about the Sisters and by the Sisters and an area for meetings of small groups of persons. The walls educate regarding the Chapters and Assemblies and personal ministries of the Sisters.

Since 2008, this room has also become a place where new employees come to learn about Catherine McAuley, her vision of ministry and what it means to be a member of the Mercy Family. Beginning in the hall outside the room, the displays tell of Mercy World, the Institute in the Americas and the leadership of the former and current Communities to which the Sisters in Michigan and Iowa belong. Within the room are the details of the how Sisters currently live out their commitment to the Gospel, the Church and each other through vows, Community life and ministry.

As part of the orientation of new employees on the campus, they meet with the archivist in the Heritage Room to hear the story of the Sisters, the values of the Sisters and the expectation of the Sisters as they, in their ministry, carry on the charism and vision of Catherine McAuley. Catholic Health Service, a Public Juridic person, has, as part of its responsibilities as a Catholic ministry, a formation program for its management personnel. Time in the Heritage Room, hearing the stories has become a significant part of that experience.



The Heritage Room is open 24/7 and is open to any employee who wished to spend some quality time with the story of Mercy as lived by the Sisters and colleagues of the former Regional Community of Detroit.

Maureen McGarrigle, RSM,
Archives.Detroit@mercywmw.org

GOOD STEWARDSHIP IN PRESERVING A LEGACY

The Sisters of the Precious Blood of Dayton, Ohio treasure the legacy of their Foundress Mother Maria Anna Brunner all the way back to 1834 in Switzerland. Their history is like a quilt captivating the lives of their members and their national and international ministries.



Entrance



Stacks

The Congregational Archives which houses this treasured legacy just moved from five smaller rooms to a new space with one very large room divided into two rooms all within the Salem Heights building, the Central House of the Sisters of the Precious Blood.

The Archive Department is in a climate-controlled environment in temperature and humidity with ultra violet ray protection. Additional archive shelving along with more acid free document boxes were added. To say that archivist, Sister Noreen Jutte is delighted with the new archives home is putting it mildly. "It gives us," she says, "the opportunity to be very good stewards of God's Blessings!"

Noreen Jutte, CPPS, archivescpps@cppsdayton.org

ARCHIVES WORKSHOP

Working with archives is always an invitation to learn more, get answers to questions, and just meet with other people also new to archiving. Sister Caritas Strodthoff, Archivist for Franciscan Sisters of Christian Charity / Holy Family Convent and Sister Helen Marie Paul, Archivist for Silver Lake College of the Holy Family were invited to enjoy two days at the Campbell Center for Historic Preservation Studies located on the former Shimer Campus, Mount Carroll, IL. The Campbell Center offers courses in collections care, historic preservation and conservation refresher courses, ranging from basic core courses to mid-level professional courses.



In 2005, a certification program in archives was developed and now offers three levels of certification which is a real drawing card for many individuals involved in archive work. Over the past 28 years the center has become known as one of the top international destinations for collections care training. It is one of the very few programs to offer such a variety of programs. Shimer College was built in 1854, and relocated to Waukegan, IL in 1979. In 1906 a fire destroyed the original campus buildings. In the early 20th century, an architectural firm designed 12 of the current Georgian Revival buildings. Three of these buildings are presently used for archive courses as most buildings do not have heat so classes are only held from May thru October. The dorm, in which we stayed, was built in 1954 and offered nice, simple rooms, a shared bathroom across the hall, and breakfast and lunch meals.

Our course was titled “Archives: Principles and Practices” and was taught by James Roth, Deputy Director of the John F. Kennedy Presidential Library and Museum in Boston, MA. He was a delightful teacher, very knowledgeable and used many examples to help us understand all the concepts he was presenting. We covered: Compiling a Mission Statement and developing Archive Policies; Collecting Policies – how to keep what preserves the history of the congregation; Appraisal of items: value of the items to the community; Arranging and Describing items / documents; Processing materials – arranging, describing and housing items; and Preservation of materials; Finding Aids for researchers; Environmental Controls – heat and humidity control; Reading Room security.

We were very busy but the material was presented in a very understandable, graspable way. What did we learn? The answer to all questions about what to do with your archives: “It all Depends”. He enforced the idea that everyone’s archives are unique to their situation so that what works for one person’s archives might not work for someone else’s.



Our class was the largest they’ve had for such a workshop. Here’s a picture of our group. We came from many states – California, Iowa, Indiana, Kentucky, Missouri, Illinois, Wisconsin, and from a variety of archive placements: Center for Black Music Research; Western Kentucky University Library; church group – Unitarian Universalist society of Geneva, etc. Weather was beautiful and we had a chance to take the historic district

walking tour of Civil War country and lots of history was explained. We were very grateful for this opportunity and hopefully will be able to put all things learned into practice eventually.



Web Site: www.campbellcenter.org

Caritas Strodthoff, OSF, scaritas@fscs-calledtobe.org

ORAL HISTORY PROJECT DEBUT

The Ursuline Sisters of Mount Saint Joseph are proud to announce the debut of their Oral History Project webpage. Beginning in February 2013, the Archives and Development Office for the community have been interviewing Ursuline Sisters about their lives as religious. Most interviews will include information about the sisters' childhood, early education, vocation discernment, ministries they have served and related information about the community. What makes these interviews additionally special is that they also include interviews with the Ursuline Sisters from Belleville and Paola, who have merged with Mount Saint Joseph in 2005 and 2009, respectively. These interviews will give listeners knowledge and insight to the good works done by these women religious.

The interviews have been divided into sections based on topic and have been uploaded to YouTube and include a modest slide show on the sister.



Clarita Browning, OSU, Oral History Interview
August 2013

Oral histories are not a new thing to Mount Saint Joseph. The community interviewed and transcribed the stories of many sisters in the late 1970s-1980s. At present the Archives is in the process of migrating these interviews from analog to digital. For many, a transcription has already been made.

We hope you enjoy these stories and share them as you like. It has been and continues to be a privilege to interview the sisters and come to know them better. New interviews will be added regularly to the Oral History page. Be sure to check back often for new additions!

Sarah L. Patterson, sarah.patterson@maplemount.org

MENTORING

In fall of 2006, the ACWR Board initiated a mentoring program. Since then, several of us "veteran" archivists have served as mentors for newer ACWR members. In my experience, serving as a mentor has been easy to plan and implement. Those I have mentored were from the upper Midwest so drove to La Crosse, WI, to spend one to two days with me in our FSPA Archives. I provided room and board at our motherhouse. (It is possible, of course, for the mentor to visit the new archivist at her site, too.) Since those new archivists have visited with me, there has been some ongoing mentoring via emails and phone calls.

Focus of our face-to-face sessions was on basics such as accessioning, preservation, photographs, scrapbooks, ACCESS database, etc. Practical tips re: archival supplies and commonly used catalogs were also included.

After several years, this seems like a good time to update the ACWR office's list of members who are willing to serve as mentors. Please let Veronica Buchanan, ACWR Executive Secretary, know if you (1) are willing to serve as a mentor or (2) are looking for a mentor within a reasonable distance from your archives. There is no need for any new Archivist to be on her own when experienced archivists are more than willing to be mentors. We are here for each other.

Blessings as you continue your vital ministry in your congregations!

Mary Ann Gschwind, fspa, ACWR Past President
mgschwind@fspa.org

REQUEST ROUND-UP: OUTREACH IN ACTION

➤ **Woodblock Report**

Thank you to various ACWR members who replied to our e-mail regarding woodblocks that we found in our archives.

We saw a pattern among the letters we received. Many communities have saved these woodblocks not just for their historical value, but also to display them in their heritage or museum rooms. That is not to say that replying members were unanimous. Many gave compelling arguments for discarding these woodblocks which we also considered since we have the actual books that these woodblocks printed.

But what sold us on keeping these woodblocks was twofold, we intend to use them in future displays in our heritage room in Orange and we also have space to keep them.

We sent ACWR members who kept woodblocks another question about storage. The consensus among the members was to store them in a dry space inside a storage box. Members commented on how these blocks are durable because of the materials used so it does not take much to care for them. We agreed with them so we will just wrap the blocks in acid free tissue, label the blocks and store them in a dry place inside a box.

We would just like to repeat our thanks to ACWR members who replied. They are:

- June Hansen, CSJ
from Sisters of St. Joseph of Cleveland Archives
- Sr. Caritas Strodthoff
from Franciscan Sisters of Charity in Wisconsin Archives
- Chris Doan, CA
from Presentation Sisters in San Francisco Archive
- Emily Hughes Dominick
from Providence Archives in Seattle
- Patricia Rose Shanahan, CSJ
from Sisters of St. Joseph of Carondelet, Los Angeles Province Archives
- Denise P. Gallo, Ph.D.
from Sisters of Charity Provincial Archives
- Jeanne Guilfoyle
from Wheaton Franciscans Archives
- Mary Serbacki, OSF, CA
from Sisters of St. Francis of Penance and Christian Charity Archives

We also like to send a special thanks to Veronica Buchanan, Executive Secretary of ACWR, who sent our question to ACWR members.

Adele Korhummel, CSJ archives@csjorange.org

➤ **Privacy, Confidentiality, and Access to Archival Records**

Thanks to all who responded to Mercy Heritage Center's request for information on privacy, restrictions and access policies in your archives! The following summary is based on those responses, as well as the policies of current Mercy Community (provincial) archives, and our own existing policy.

1. Half of the respondents restrict or close unprocessed records
2. Administrative material is closed anywhere between 25 and 50 years. Generally leadership records are closed for a longer period than other administrative material. Some archives allow earlier access with permission of their community president.
3. Files of living members are generally closed. Files of deceased sisters have some material that is accessible (more general genealogy information) and some information that is closed for 25-60 years.
4. Withdrawn member files are closed and can only be accessed with the president's permission. If the individual wants to view her own file, it is required that a representative of the community be present.
5. Unpublished material is accessible with permission of the author and archivist
6. Published material is always accessible.

7. Legal questions are referred to leadership.

Overall, it seems that access and restrictions to membership and community records are very well established, but there is little that relates to ministry files which may contain the private information of third parties—individuals who worked in or were served by the ministry. Since these files document the historical and ongoing impact of the Sisters of Mercy so wonderfully, we hope to address this and be able to provide access to these materials more effectively.

Betsy Johnson, ejohnson@sistersofmercy.org

➤ **Preparing for Big Changes in Collection Storage – Guidance for Planning a Move**

This past spring, the Sisters of the Holy Family brought me on as Project Archivist to assist their Leadership Team with an impending move. I'm an experienced professional with a background in cultural resources (real world translation: historic architecture, archaeology, and museums) and government archives, such as National Park Service archival collections. But despite my training with artifacts and archives, I had a very limited awareness of the cultural changes that are so prevalent amongst religious communities—and their archives—in the 21st Century.



Sisters of the Holy Family at Palmdale in beautiful Fremont, California.

Founded in San Francisco in 1872, and now living in a beautiful and sunny community in Fremont, the Sisters of the Holy Family (SHF), like so many other congregations of Women Religious, are now seeing the need for a transition to a smaller space. The SHF's move is still a few years in the making, but the planning process has begun.

Fortunately, in today's age of information there is absolutely no need to re-invent the wheel: so for the past few months, I've had a message up on the news page of the ACWR website calling for the wisdom of the archival community. Your responses, for which I am enormously grateful, filled my inbox with good advice. I've consolidated the individual recommendations everyone so generously offered into a generalized list of tips and guidance, which I present here for the sake of those who will take on the challenges of an archival move in the future.

Advice from the ACWR Community for Religious Archives in Transition:

First, although it is challenging, ask yourself what is the future of these records and historical materials? Where should they be in 10, 20, 50, 100 years?

The most common responses tend to fall into the following categories:

The Collection Will ...

- Move into a smaller, more sustainable space
- Merge with the archives of other geographically-close or organizationally-connected communities
- Be donated to an institution with a history of long-term, good archival management—such as a university library
- Be sold at estate sale—in particular historic furnishings and artifacts that cannot be donated to

overflowing local museum collections

Preparing the Records

- Be sure to have thorough documentation before any type of transition—box-level descriptions are necessary and folder-level cataloging is very strongly recommended
- Take advantage of the transition period to undertake weeding and re-appraising
- Consider loaning items long-term to local libraries or museums
- Make sure everything is in boxes (ideally acid-free, archival quality) and the boxes are labeled with a unique numbering system

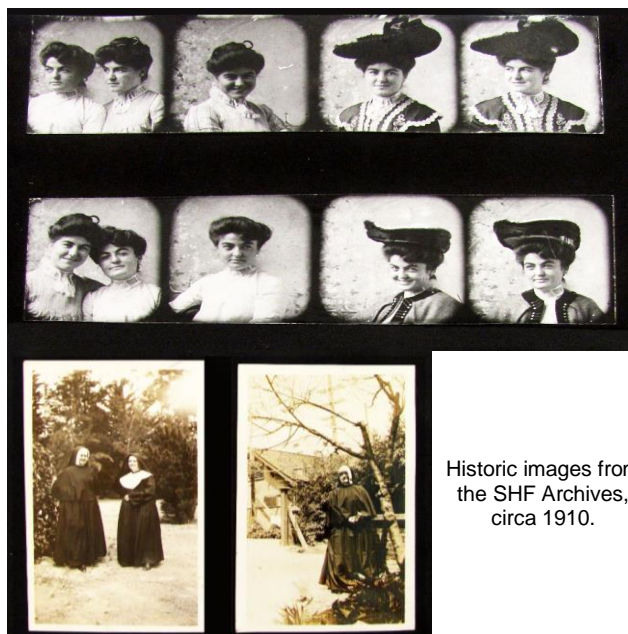
Planning for the New Space

- Know the space you are moving to, and plan carefully ahead of time: measure and re-measure
- Think about the amount of use expected for different types of records when assigning locations—most used records should be easy to access
- If possible, try to allow room in storage for record expansion
- Check the space for lighting and outlets—where will staff work? Is there space for visiting researchers to set up a laptop?
- Once again: measure and re-measure! Especially before ordering supplies
- It helps to match box labels to specific spaces in the new storage area before they are moved—i.e. a tag on the box that clarifies its new location as “case 6, shelf 5” and matches labels on the shelving in the new space

Moving Day

- If the move is small or distance short, consider creating an exact schedule for moving each record group
- Try to be there every day of actual moving if possible—your best labels may be misunderstood or misread
- Don't forget to thank y our movers, volunteers, and helpers!
- Once the move is done, create a shelf map so you can find things while the dust settles

Since the impending move for SHF is still a few years down the line, my role in the meantime will consist of creating a file-level catalog of the archives, and writing collections and series descriptions for finding aids. These materials will help guide the management of the collection through the move and will be used to increase access to the collection through listing on the website Online Archive of California (oac.cdlib.org).



Historic images from the SHF Archives, circa 1910.

Many thanks to everyone who contributed to my call for advice and guidance!

Katy Guyon, M.A., shfarchives@holyfamilysisters.org

FISCAL YEAR 2013 FINANCIAL REPORT

July 1, 2012 through June 30, 2013 ACWR collected \$25,457 including Member dues of \$8,645 and Conference fees of \$15,830. Expenses totaled \$57,646. Expenses related to the conference totaled \$46,507. Additional income of \$25,000 was transferred from the Investment account to cover costs for the Tri-annual conference held in New Orleans. Investment income from Institutional Investors Income Fund totaled \$3,479 for the year representing a 5.2% return. Net Worth of ACWR on June 30, 2013 was \$72,202.06: \$7,385.17 Cash in US Bank and \$64,906.89 in investments. Contact Ladonna Kassmeyer, FSPA, ACWR Treasurer, at lkassmeyer@fspa.org if you wish to see a detailed financial report.

Ladonna Kassmeyer, fspa, lkassmeyer@fspa.org

ACWR BOARD MEMBERS AUGUST 2013



Here is a glimpse of the ACWR Board from the recent August annual meeting. They are: (From Left to Right) Kathy Hertel-Baker, secretary, Denise Gallo, VP/president elect, Louise Grundish, SC, president, Mary Ann Gschwind, fspa, past president, and Ladonna Kassmeyer, fspa, treasurer. At our October meeting, the Board welcomed two new at-large members: Sarah Cantor and Mary Herbert.

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WE NEED TO HEAR FROM YOU

At our last meeting in October, the ACWR board discussed the possibility of creating a Facebook page for the organization. Not only will this allow us to expand our outreach to the community by sending out requests and other announcements, it will also afford us the opportunity of linking our page with fellow members' institutional Facebook pages.

To help us in our discussions, we would like for you to share and any other suggestions regarding this idea with the ACWR National Office

by email
acwr@juno.com
 or mail
 (ACWR National Office
 5900 Delhi Road
 Mt. St. Joseph, OH 45051).

Thanks for your assistance and we look forward to your suggestions!



LETTER FROM THE EDITOR



S. Louise Grundish

I wish to thank all of you who have submitted articles for the Newsletter. Your assistance and willingness to share your knowledge and insights is most gratifying. Each of our Archives has many stories to tell. Please do not hesitate to tell your story.

Louise Grundish SC, lgrundish@scsh.org

ACWR MEMBERSHIP UPDATE

ACWR welcomes 22 new members since our Spring 2013 Newsletter publication. Their address, phone number, email address, etc. can be found for them, and all ACWR members, in our membership directory on our website: www.archivistsacwr.org. Our new members are:

- Mary Lucia Dudzinski, SC
- Charlene Fill, SSND
- Sheila Gallagher, SC
- Donna Mattlingly, SL
- Mary Lou Pleitner, CSJ
- Doris Bissonnette, RJM
- Bernadette Duman, CDP
- Faith Szambelanczyk, OSF
- Kathleen Washy
- Mary Jacinta Doyle, SFP
- Marisa McDonald, OSF
- Katharine Guyon
- Erin Louthen
- Maria Korick, OSF
- Eithne Lowther, RSM
- Vivien Linkhauer, SC
- Marie Maynes, IHM
- Rebecca Skirvin
- Br. Dennis Moses, OFM Conv.
- Mary Griffin, FMM
- Nikolas Heule
- Carole Prietto

The ACWR National Office received word of the death of three members/former members. We offer our sympathy and prayers for:

- Margaret Quinn, CSJ
- Barbara Misner, SCSC
- Blathin Sullivan, CSJ

Our current membership in ACWR is 236.

ACWR NEWSLETTER

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DEADLINE

FOR SPRING NEWSLETTER

March 15, 2014



Send articles and pictures to
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