

ACWR ANNOUNCES COLLABORATION WITH AVILA COLLEGE, KANSAS CITY.

AVILA TO DEVELOP SPECIAL WOMEN'S RELIGIOUS ARCHIVES/ LIBRARY.



MARTHA SMITH, CSJ

After seven years of collaborative research and publication in the history of women religious, Martha Smith, CSJ and Carol Coburn, both members of the faculty of Avila College, Kansas City, founded and sponsored by the Sisters of St. Joseph of Carondelet,

came to a shared conclusion. To their minds materials on sisters and nuns offer rich, extraordinary contributions to American women's history, but the books, papers and resources on women religious are scattered, undervalued, and often ignored or "lost" in corners of diocesan and university libraries.

In response to this problem, the Women Religious Special Collection was created at Avila College in 1997 as a repository for books and materials focused on the experience of religious sisters. The collection preserves out-of-print and current books on American sisters and makes them easily accessible to researchers and others interested in the activities and experiences of nuns.

The collection has been supplemented by two significant donations. In 1998, George C. Stewart, Jr., author of *Marvels of Charity: History of American Sisters*

and Nuns, donated his books and papers to the collection. This gift of over 500 books and related materials includes information on more than 30 different orders. It also includes photographs, assorted demographic information and statistics. Recently, Hermenia Muldrey, RSM, author of *Abounding in Mercy: Mother Austin Carroll*, has donated her collection of over 200 books, pamphlets, articles and assorted materials on Mercy activities in the United States, Canada, Ireland, and Australia as well as information on other orders of women religious. With Avila's own holdings, this special library has over 1000 books and hundreds of related materials including constitutions, rules, formation literature, demographic data, photographs, Sisters Formation publications, and biographies of American and European founders of women's communities.

AVILA COLLEGE WORKS TO FULFIL SECOND ACWR GOAL

The second mission of Avila College is to save the records of religious congregations that might otherwise be destroyed. To avoid the possible loss and/or dissemination of valuable records and documents belonging to small women's communities with declining membership, the college is seeking grant monies that would allow them to acquire and preserve these resources. Through additional funding, the college intends to acquire unique and irreplaceable materials. This will enhance the site for the important research yet to be done on women's religious communities in the coming century. Avila and the ACWR encourages convent archivists and librarians to contact the project directors of this special library. For further information on the Women Religious Special Collection see the internet web site:

www.avila.edu/resources/womenreligious.htm

Article contributed by Carol Coburn.

RESEARCH CENTER AT CTU OPENS AS CMSM, LCWR LEADERSHIP RESOURCE

In 1998 the Center for the Study of Religious Life opened at Catholic Theological Union (CTU) at Chicago, IL. The Center was established by the Conference of Major Superiors of Men (CMSM), the Leadership Conference of Women Religious (LCWR), and Catholic Theological Union at Chicago (CTU) to promote reflection on the lives of sisters, brothers and priests in the United States, and to serve as a resource to religious leadership in their work of ensuring a viable

future for their congregations. The Center will convene interdisciplinary conferences and symposia across the country to engage scholars, religious and others in



reflection on the data and experience of religious life since the Second Vatican Council.

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Dear Sisters:

Because of the concern many have expressed about the preservation of sister history, ACWR has made one of its major priorities that of finding a college or university library that would plan to give special attention to the same goal. The

search has been long and thorough. On page one of this issue, we finally announce two promising ventures, both of which fulfill aspects of our goal. Because Avila College (Kansas City) has embarked upon a more ambitious and multi-leveled program, we endorse it as answering most closely the needs of ACWR and the sisters they serve.

As you note, Avila College has already acquired a fine library of women religious historical materials. In addition, they have acquired two major reference libraries on the subject of women religious. But the most exciting aspect of their new endeavor is their announcement to seek funds that will allow them to use their academic setting as a site for a major depository devoted to the archives of women religious that are in jeopardy of closing. This commitment to the

development of a special archives answers a need that ACWR has foreseen for several years. We hope that all our members will recognize the importance of the Avila project and call it to the attention of their associates and to leadership.

We also want to congratulate the Catholic Theological Union (Chicago) for its sponsorship of a Center for the Study of Religious Life. They, too, are developing a special library for men and women religious' historical materials. They, too, recognize the value of developing a reference and research library on the topic of religious orders.

It is heartening to know that two excellent facilities recognize the importance of preserving and preparing for documentation the stories of women religious, either through the collection of historic materials, or by assembling data, collecting reference materials, and creating archives.

Make others aware of this good news. And, please, keep these projects in your thoughts and prayers!

Sincerely,
Dolores Liptak, RSM
President ACWR

ANNOUNCEMENTS:

Next WRA Meeting at SAA, Pittsburgh August, 1999: Catherine Regina Donnelly, RSM will continue with Part II of the Retention/Distribution Schedule at the next WRA Roundtable meeting at the August SAA in Pittsburgh, PA. Sister Catherine will give the report gathered from the Records Retention committee consisting of representatives from nine different communities across the country on Non-Confidential Records. Charlene Alipio will chair this important follow-up session.

New England Archivists Holds Annual Meeting: The New England Archivists will be having their annual meeting April 9-10 at the Double Tree Hotel in Lowell, Massachusetts. The next meeting will be November 5-6, 1999 at the University of New Hampshire, Durham. For all information on these events, contact Nora Murphy by email: mem@diomass.org; or by telephone: 617-482-5800, ext. 504.

A Second Religious Archives Institute at the Catholic University of America: Dr. Timothy J. Meagher, Archivist of the Catholic University of America, will host the second Religious Archives

Institute July 6-July 16, 1999. Sessions will be held Monday through Friday, 9:00 am to 5:00 pm. Dr. Meagher is coordinating this Institute in collaboration with Dr. Jean Preer, Acting Dean of the Library and information Science School at CUA. The two-week course is designed specifically for archivists of religious archives whose interests include preserving religious heritage and religious documents and manuscripts. *For information, contact Dr. Meagher, Director, Religious Archives Institute, 5 Mullen, The Catholic University of America, Washington, DC 20064; telephone: 202-319-5065; fax: 202-319-6554; e-mail: Meagher@cua.edu.*

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NB: We are continuing to work out the difficulties in the production of the newsletter, specifically with regards to photographs.

ACWR CONFERENCE 2000 SET FOR CLEVELAND

by Patricia Hodge, RSM, Pittsburgh, Pennsylvania

Very much in advance, the ACWR Board is happy to announce that the third membership conference will take place in Cleveland, Ohio from Thursday, September 28 to Sunday, October 1, 2000. Expect it to be a millennium event!

The On-Site Conference Planning Committee consisting of Chairperson Sister Joann Kessler, OSU, Sisters Mary Denis Maher, CSA, Ruth Rodgers, CSJ, and Patricia A. Hodge, RSM, has selected the Holiday Inn Independence and its adjoining large conference center as the location for the triennial gathering of the membership and other professional colleagues.

Plans call for the registration fee to include some on-site meals, offering conference-goers the option to enjoy other meals at one of the nearby family restaurants or a Holiday Inn's full-service Maxie's Restaurant. Overnight room rates at the Inn will be set at \$99.00 per diem with the same rate for double accommodations.

ACWR members planning to attend Conference 2000 will register directly with the Conference Committee which will be mailing out to all members more specific details some weeks prior to the conference dates. Members wishing overnight reservations at Holiday Inn Independence will make such plans directly with the Holiday Inn, which is located near two major highways twelve miles from Hopkins International Airport in Cleveland. Hotel guests will enjoy free van transportation to and from the airport. Registered guests arriving by car are assured adequate free parking on the premises. Guests of the Inn will have access to the indoor pool and, for a nominal fee, the nearby Fitness Center will be available.

Following a similar format as that of the two previous ACWR Conferences in Monroe, Michigan and in Sinsinawa, Wisconsin, Conference 2000 in Cleveland will offer a varied program of specialized sessions as well as a few local tours, one of which will be a visit to the Archives of the Ursuline Sisters in Pepper Pike, Ohio. Joann Kessler, OSU, ACWR National Treasurer and Chairperson of the On-Site Planning Committee serves as Archivist for the Cleveland Ursuline Community.

The multi-ethnic background of the City of Cleveland offers tourists a wealth of cultural, dining, and shopping opportunities. The Western Reserve Historical Society, the Cleveland Orchestra, and the Cleveland Public Library are a reasonable distance from the conference center.



Without doubt, Cleveland promises to be a vibrant site where ACWR members will gather once again for professional sharing and enrichment.

Look for your membership packet of conference forms, and program listings. Also, the November 1999 ACWR News will be another source of information. Plan to budget now for conference attendance and save the date, September 28-October 1, 2000. Cleveland on the shores of Lake Erie will be there to welcome you.

THE GOALS OF THE CENTER FOR THE STUDY OF RELIGIOUS LIFE

Continued from Page One:

It aims to assist leaders of religious congregations and organizations in implementing the recommendations developed by these conferences.

The Center Director is Barbara Kraemer, OSF, who hopes to begin a networking process to match needs and resources. One project is to gather research materials and make these available at CTU. The Center will begin to publish a newsletter in April and a Center web page that will be launched several months later. This will serve as another means of linking religious leaders with the research on religious life, agendas of various organizations of religious, scholars in the field, and models of new concepts present in U.S. religious congregations.

If you would like to be on the Center mailing list, please send your name, congregation, organization (ACWR), address, telephone and fax numbers, and email address to: **Center for the Study of Religious Life, 5401 South Cornell Avenue, Chicago, Illinois 60615.** Or email the Center at csrl@visioni.com.



SAVING SACRED THINGS:

By Timothy J. Meagher, Ph.D.,
Director of the Archives, The
Catholic University of America

Most Catholic dioceses, religious orders and Catholic associations and organizations know very little about how to set up a museum. Many have established archives to preserve the paper records and manuscripts of their institutions but few can conceive of creating museums.

Where do we begin? What should we save? How can we save it? Who should do this? How can artifacts teach? Who can we turn to for training, advice or support?

Saving Sacred Things: A Conference on Preserving Catholic Art and Artifacts aims to answer those questions for diocesan and religious order administrators, archivists, liturgists and all other people interested in saving our Catholic heritage of art and artifacts. The conference will be held this summer, July 16, 17, and 18, at the Catholic University of America in Washington D.C. On the first day historians and theologians will talk about what we can learn about our Catholic past and faith from Catholic art and artifacts, and museum curators and other public programming experts will show how these insights have been communicated through exhibitions and other programs. On the second day a museum management expert and directors of diocesan or religious order museums will lead participants through the critical steps of establishing a small museum or heritage room. On the third and last day, the conference will turn to the question of where to get help. A museum association director will point out the organizations throughout the country that provide training and other resources for fledgling museum curators, and a panel including a liturgist, archivist, diocesan planner and religious order administrator will talk about the common problems we confront in this work and suggest some common solutions.

Paintings, stained glass windows, holy cards, vestments, rosaries, statues, crucifixes, religious habits, medals and scapulars are essential instruments of our devotion, markers of our faith. Such varied mementos embody the stories of the faith Catholics have lived out in America over four centuries. When they are abandoned or lost, those stories, like pieces of our collective past, may be lost.

In 1988, John Paul II recognizing that Catholic art and artifacts are primary means for evangelizing Catholic communities, established the Pontifical Commission for the Conservation of the Artistic and Sacred Patrimony to

encourage the preservation of Catholic art and artifacts, manuscripts and music. In 1995 the Commission issued a report urging dioceses and religious orders across the world to set up museums where church goods can be protected and set in the proper context of their cultural value and significance.

Dioceses and religious orders in America have responded slowly to this call - more from not knowing where to begin than from lack of interest? What should we save? What is important? Why is it important? How can we save it? How do you create a museum or a heritage room? Where do you begin? Who should do it? How do we use art and artifacts to teach? How do we create exhibitions, programs to evangelize Catholic communities? Who can we turn to turn to for help? Who offers advice, training, and support? This conference offers a critical first step in answering all those questions.

Among the participants are his Eminence, William Cardinal Keeler of Baltimore, Professor Stephen Happel, Chairman Religion and Religious Education, Catholic University, Christine Taylor, Archivist of the Archdiocese of Seattle, Kym Rice, Professor of Museum Studies at George Washington University, Colleen McDannell, Professor at University of Utah and author of *Material Christianity*, Jacqueline Peterson, Professor at Washington State University and Curator of the exhibition of Sacred Encounters, Margo Carlock, Director of the Virginia Association of Museums, **Sister Joann Kessler****, **Curator of the Treasure Room of the Ursuline Sisters of Cleveland**, and Dr. Ronald Patkus, Special Collections Boston College and Curator of the Liturgy and Life Collection

There is also a pre-conference workshop on July 15 on cataloguing and conserving objects. This workshop is limited to fifteen on first come first serve basis. Contact Dr. Meagher separately with regards to this institute at Meagher@cua.edu or 202-319-5065.

**ACWR Member

WELCOME TO NEW MEMBERS

Betty Ann McNeil, DC, Emmitsburg, MD
Gloria Mooney, SU, Rhinebeck, NY
Emmanuel Palus, ASC, Columbia, PA
Elisabeth Ann Rechka, VSC, Beford, OH
Donna Rock, CSJ, Cleveland, OH
Edward Marie Ryan, CSJ, Cleveland, OH
Angela Woods, SSL, Woodland Hills, CA

HOW'D YOU DO THAT?

COMPUTERIZING YOUR ARCHIVAL DATA

By Lois Martin, Assistant Archivist for the Daughters of Charity of St. Vincent de Paul of the East Central Province Evansville, Indiana

Prior to Computerizing

Remember the good old days when we had the typewriter only? We spent so much time retyping material or maybe using the "white out" bottle to make our changes. I'm sure everyone would agree it took much longer to type the material and make changes. But one thing is for sure, we never had to worry about losing our material if the power went off suddenly. We used the typed material as our finding aid tool in searching for archival material.

Software Program

We are now blessed with computers. The first software program we used on our computers was DW4. It was only a word processing program and had no "search" capacity. As everyone can relate to, as soon as you learn a program, a new one comes along that is supposed to be easier and quicker. We eventually switched to WordPerfect 5.0, and then to 5.1. We are currently using WordPerfect 6.1 and had relatively few problems learning the upgraded versions so long as we stayed with the same software program.

Our archivist and I attended many workshops and seminars pertaining to the different software programs that could be used for researching. After a lengthy and in-depth study, we mutually agreed to continue using WordPerfect. Quite a bit of our inventory that was already on DW4 had been converted to WordPerfect 5.0. To convert this material to WordPerfect was not a difficult task. To change our software program to a different software program would have meant retyping our entire inventory. Since we can research on WordPerfect, we decided to continue using this program and have upgraded from 5.1 to 6.1.

Difficulties We Encountered

We revised our inventory form to be more attractive, and to make researching quicker. Our new form has a header and table. We had problems with the page splitting in half. We found this happening when we typed too many lines on the page (or in the table). We limited our typed lines per page, which solved the problem.

The Amount of Archival Material Processed.....

The archival material we have processed thus far is approximately 2,200 linear feet. Because we are a newly established province (1969), we made an extensive effort to collect archival material from the sisters and their works.

How We Locate Our Material

We use a numbering system from one to thirty, which we call our "Record Group Numbers." Some of you may identify this as your "Classification System." Every record group number depicts a person, a mission/ministry, and/or subject. For example: Saint Elizabeth Ann Seton's record group number is 1-3, Sisters are 10-0, ministries are 11-0 (11-1 "education," 11-2 "health," 11-3 "social ministries"), and the Archive Administration is 30-0. These record group numbers are then broken down further using appropriate categories such as: administration, history, correspondence, financial, legal, publications, newspaper clippings, photographs, etc., which we use as a finding aid tool.

All of our processed material can be found in one of four ways:

1. The search capacity program is in the hard drive of the computer.
2. A backup disk on each subject is kept in a fireproof vault.
3. The typed inventory is kept in our master file.
4. A copy of the typed inventory is located with the material in each archival box.

We have designed a Computerized Program Manual, which is based on our Record Group Numbers. This is a listing of every Record Group Number, the name of the subdirectory, and the document file name for which to locate or enter material on the computer. For example: St. Vincent's Hospital in Indianapolis, Indiana would be found in the Record Group Number 11-2. The subdirectory would be "Health" and the document file is "Indpls.SVH."

We also use card catalogs, cross references, and registers as another source of finding aid tools.

So, as you can see, not all of our inventory and material are on the computer. And even when it is, we still use the printed inventory as a finding aid tool.

-----SAMPLE OF INVENTORY FORM-----

Daughters of Charity Page 1
 Archives
 East Central Province Inventory of _____
 Mater Dei Provinciate
 9400 New Harmony Road
 Evansville, Indiana 47720 Record Group No. _____
R.G. Content: _____

BOX NO.	FOLDE R NO.	CONTENTS

ACWR ELECTS NEW VICE-PRESIDENT-PRESIDENT ELECT



The Election Committee is pleased to announce the results of the recent election for the office of Vice-President-Elect. Kathryn Callahan, CSC was elected to the office. Sister Kathryn is the Director of Congregation Archives and Records for the Sisters of the Holy Cross in Notre Dame, Indiana.

Sister Kathryn came to her current position as Director of the Archives in 1993. She has been a member on Congregational leadership teams at regional and general levels. She has experience in nursing education and administration in various settings. She has been involved in Church-sponsored overseas assignments, including Refugee Work and Humanitarian/Pastoral Programs and Projects. Besides her membership in ACWR, Sister Kathryn is a member of the Society of American Archivists and Midwest Archives Conference.

The Election Committee is grateful to the members who agreed to have their names placed in

US CATHOLIC DOCUMENTARY HERITAGE PROJECT UPDATE, by Joseph Coen.

Phase I of the U.S. Catholic Historical Society's Catholic Documentary Heritage Project was officially opened on September 30, 1998. The Documentary Heritage Project website is www.catholic.org/uschs/usatholic/index.htm. 203 replies have been received as of September 28, 1998. Religious congregations lead with a total of 103 responses to date.

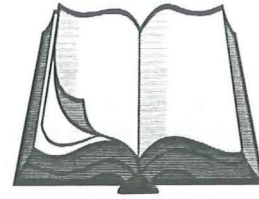
Thanks to a \$35,000 grant from the Catholic Communications Campaign, the USCHS and participating archives are making progress to Phase II. of the project. The second stage envisioned by the archives committee involves the addition of more detailed information about the collections found in Catholic archival repositories.

The benefit of participation in Phase II is that potential researchers will be more aware of what materials a repository has, will have a better sense of what is relevant to their search, and will have a better sense of what services the repository can provide.

The Archives committee has created a format for organizing the various kinds of information of

nomination. The Committee is also grateful to all members for their participation in the ACWR election process.

NEW BOOKS ON WOMEN RELIGIOUS IN HISTORY



Carol Coburn and Martha Smith, CSJ, *Spirited Lives*, (Chapel Hill: University of North Carolina Press, 1999).

Elizabeth McKeown and Dorothy Brown, *The Poor Belong to Us: Catholic Charities and American Welfare*, (Cambridge, MA: Harvard University Press, 1998.)

Joellen McNergney Vinyard, *For Faith and Fortune: the Education of Catholic Immigrants in Detroit, 1805-1925*, (Urbana-Champaign, IL: University of Illinois Press, 1998).

participating repositories. Each archives will have a home page within the U.S. Catholic Documentary Heritage Project website. Sub-pages would contain more specific material submitted by the repositories.

Catholic Online is setting up a template for a main page and sub-pages. There will be two ways to participate in Phase II. Each archives will be able to create their own website by directly inputting information online using the template or by submitting the material to Catholic Online which will place portions of the material in the appropriate sub-pages. Individual archives will have complete control over what goes on their websites and will be able to correct and update the content.

Phase III will have two sub-stages, IIIa and IIIb. Phase IIIa will continue and expand the work begun in Phase II. Using the folders or categories created in Phase II, documents and images from archival collections, museum collections and exhibits will be solicited from participants and additional Catholic repositories. As documents and images begin to be placed on the website in Phase II and Phase IIIa, Phase IIIb will begin. This phase will involve the cooperative effort of Catholic archivists and historians to create online primary and secondary educational resource packets. Any one wishing further information about the project should contact **Joseph Coen at 718-229-8001, ext. 475 or e-mail him at FXMLIB2@concentric.net**.

GRADUATE STUDENT BEGINS RESEARCH! HOW CAN THE ARCHIVIST BE PREPARED?

by Mary Beth Fraser, Executive Secretary

For many researchers, the first visit to the archives can be difficult. They do not know what they will find, nor do they know exactly for what they are looking. Often, researchers do not know what questions to ask of the archivists and of the sources that will lead them to the information they need. In June of 1998, I began my research for my dissertation at CUA. I visited the Archives of the Sisters of Charity of Mt. St. Joseph in Cincinnati, Ohio where Sister Judith Metz, SC, the archivist, graciously introduced me to the finding aids and documents necessary to start the long process of research and writing my dissertation.

This being my first trip to the archives, I was on a scouting mission. I had a limited amount of time to learn what the Sisters of Charity had and to what extent it would be useful for me. Sister Judith started by telling me a little about what work had been done in this area. Then, after I carefully examined the finding aids, I mapped out my research. Sister Judith gave me several boxes at a time at my request and left me to my work. I spent my time

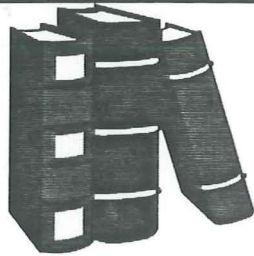
reading and absorbing the information. I as a researcher understood that the archivist held the information for which I was looking. She for her part understood that I needed to look not only at the folders that clearly pointed to my topic but also move about related areas of the collection.

This gentle guidance approach was what I needed to learn if my topic was a viable one. Sister Judith and her staff could not read my mind or take my hand and lead me through the boxes, but they did the next best thing! By the time I left, I had a better idea of the kinds of questions I needed to ask the next time I go to Cincinnati.

Treasurer's Note

As mentioned in the last Newsletter, dues for the next fiscal year will increase to \$30.00. This increase will begin with your payment of dues on/after July 1, 1999. Our fiscal year is now from July 1 to June 30. We regret any confusion this may have caused when paying your dues for this fiscal year, Dues for other members of your staff will remain at \$15.00 per person.

SELECTIONS FROM THE ACWR LIBRARY



Spotlight on Dominican Communities:

Sr. Maria Agnes, OP, ed. *The Story of Rosary Shrine, 1919-1994: Gleanings from the Chronicles of the Monastery of Our Lady of the Rosary*, c. 1994. **Dominican Nuns, Summit, NJ.**

Maria Michele Armato, OP and Mary Jeremy Finnegan, OP, trans., *The Memoirs of Father Samuel Maxxuchelli, OP* (with Index), 1967. **Sinsinawa Dominicans.**

Dominican Sisters of St. Catherine of Siena, "Centennial Year Celebration, 1891-1991" (anniversary booklet), c.1991, **Dominican Sisters of Fall River.**

Irene Hartman, OP, *The Dominican Women of the Sunflower State: The Story of the Great Bend, Kansas Dominicans, 1902-1989*, 1997. **Dominican Sisters, Great Bend, Kansas.**

Mary Eva McCarty, OP, *The Sinsinawa Dominicans: Outlines of Twentieth Century Development, 1901-1949, 1952. Sinsinawa Dominicans.*

Mary Cecilia Murray, OP, *Other Waters: A History of the Dominicans Sisters of Newburgh, New York*, 1993. **Dominican Sisters of Newburgh, NY.**

Mary Paschala O'Connor, OP, *Five Decades: History of the Congregation of the Most Holy Rosary, Sinsinawa, Wisconsin, 1849-1899*, 1954. **Congregation of the Most Holy Rosary, (Sinsinawa Dominicans).**

Alice O'Rourke, OP, *Let Us Set Out: Sinsinawa Dominicans, 1949-1985*, 1986. **Sinsinawa Dominicans.**

Mary Synon, *Mother Emily of Sinsinawa: American Pioneer*, 1955. **Sinsinawa Dominicans.**

Do you have an extra congregation history for the ACWR Library? If you do, please send it to the National Office.

Look for future "spotlights" in upcoming issues of ACWR News.

ACWR National Office
Trinity College
125 Michigan Avenue, NE
Washington, DC 20017

JOB OPENING:

ARCHIVIST WANTED FOR RELIGIOUS CONGREGATION: Our Lady of Sorrows Convent, Broken Arrow, Ok is seeing a full-time Archivist. Bachelor's degree in history, library science, or related fields with course work in archives administration and/or management required. Basic computer literacy and archival training desired. Knowledge of Church/religious history preferred. Make inquiries to: **Sister Bona Ney, Sisters of the Sorrowful Mother, Our Lady of Sorrows Convent, 17600 East 51st Street, Broken Arrow, OK 74012; telephone: 918-355-1148; fax: 918-355-3534.**



Do you have an idea for the next *ACWR News*? Have you conducted a conference recently? Or are you planning a project for your archives that you believe other members would like to be involved? Please let us know the various ways in which you are working to fulfill your mission as archivists. This makes great news. Send all ideas for upcoming newsletters to the National Office. We will try to share them with the membership in upcoming issues of the newsletter.