

## **ACWR Conference 2003 Evaluations**

By Pauline Ingram OP  
Rosemary Meiman OSU

As a part of the December Board meeting in St. Louis, the Members focused on the evaluations handed in by the participants following the ACWR Triennial Conference held last September in St. Louis.

Comments were very positive about the preparation for and the organization of the Conference, and for the variety of timely topics provided on the program. Speakers were commended for excellent presentations, for professional use of technology, and for their willingness to share their knowledge and expertise. Acknowledged beginners, and some not so experienced, expressed gratitude for the opportunity to talk with their peers and glean from those experienced in the archival profession. The Open Forum on Sunday morning proved a lively and enlightening session, appreciated by both the panel and highly participative audience.

The purpose of offering tours during the Conference was to give the participants an experience of some of the outstanding features of the surrounding area and to "whet appetites" for further experiences. The tours were generally well received, especially that of the new Cathedral and the archives. However, more time was needed by some who went to the Arch in order for them to enjoy all the features of the location.

During the Conference it was satisfying to be able to provide the Eucharistic Liturgy on two days, considering the scarcity of priests and their obligations. Perhaps at future conferences the time for the Sunday liturgy could be arranged at an hour when more participants could attend before departure.

Meals were generally well received, although many participants indicated that the breakfasts needed improvement. Because time was limited before the first sessions of the day, the Board had decided to provide continental breakfasts for the sake of convenience. The breakfasts were not indicated as part of those meals included in the Conference Fee (two lunches and one dinner), and the good intentions of the Board proved to be costlier than had been anticipated.

There were many comments regarding the name badges. Especially noted was the lack of uniform information. The comments seem to indicate the need for a standard display form in the future.

Many excellent suggestions for topics and speakers for the ACWR Triennial Conference in 2006 were submitted, and those have been compiled and will be submitted to the planners of that event. We are grateful to all who returned evaluations of the conference.

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## **Thank you to Outgoing ACWR Election Committee/Welcome to New Election Committee Chair**

We send a huge thank you to Anita Therese Hayes BVM, chairperson, Angela Feeney PBVM, and Pauline Ingram OP for serving on the ACWR Election Committee for the past 6 years. As the members of the committee step down we welcome Marylu Stueber FSM, the new chairperson of the ACWR Election Committee. The names of the rest of the members will be published in the November 2004 ACWR Newsletter.

## Letter from the President



Dear ACWR  
Members,

I hope that you  
find this edition of  
the ACWR  
Newsletter  
interesting,  
informative and  
helpful.

You will note that we have responded to your request for more "How'd You Do That" articles. The other articles offer a wide spectrum of topics: upcoming meetings and events, international gatherings of archivists, educational opportunities, the membership's evaluation of the 2003 ACWR Triennial Conference, the introduction of the newly elected Board members, and thoughts on a patron saint for archivists.

We hope to see many of you at our business meeting during the SAA meeting in Boston in August.

Happy Easter!  
Kate Misbauer SL

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## Sixth Triennial Conference on the History of Women Religious

June 27-30, 2004

Atchison Heritage Center  
Atchison, Kansas

Hosted by the Benedictine Sisters of Mt. St. Scholastica.

Conference web site

(<http://www.mountosb.org/hwr>) will continue to provide updated information regarding the program, travel and accommodations.

Carol Coburn, Program Chair

Judith Sutera, OSB, Local Arrangements Chair

## ACWR is Invited to be Part of A\*CENSUS

By Pauline Ingram OP

The working group charged with developing and conducting a comprehensive nationwide census of the Archival profession, A\*CENSUS, came together for its first meeting in Chicago in mid-November. Funded by the Institute for Museum and Library Services (IMLS), A\*CENSUS (Archival Census and Education Needs Survey in the U.S.) seeks to define the universe of archivists currently in the workforce, determine the knowledge and skills they need to do their jobs now and in the future, and provide graduate and continuing education programs with baseline data to support recruitment and training of new archivists.

A broad range of archival interests is represented within the working group, including graduate archival education programs, continuing education programs, and national and regional organizations.

In early March ACWR was invited to have its membership be a part of the group. In the name of the organization, President Katherine Misbauer SL, indicated full support for ACWR's participation in this groundbreaking effort which will help to shape the individual and collective interest of the archival community.

Current plans call for the census to occur during the spring of 2004, with preliminary reports available by the time of the society of American Archivists annual meeting in Boston in August. Prior to that date you can expect to receive an A\*CENSUS survey. For more information refer to [www.archivists.org](http://www.archivists.org).

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## ACWR to Meet at SAA in Boston

Plan to attend the annual meeting of the Society of American Archivists (SAA) in Boston, August 2-8, 2004, at the Boston Park Plaza Hotel. During that time ACWR will have an opportunity to get together for our Annual Business Meeting. The meeting will be held **Saturday morning, August 7, 2004, from 8:00 a.m. to 9:30 a.m.**

Since we received so much positive feedback about the Open Forum held near the end of the ACWR Triennial Conference in St. Louis, we will include a follow-up to that session when we meet on August 7<sup>th</sup> in Boston.

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This will be another opportunity for networking among ACWR members. The exact time and place of the ACWR meeting will be listed in the SAA program.

Details of the SAA conference, registration fees and room rates may be found on the SAA website: <http://www.archivists.org>.

A wide array of informative program sessions, pre-conference workshops, tours of local repositories, special events and exhibits will be offered.

The SAA Conference provides a wonderful opportunity for professional growth for both new and experienced archivists. We hope to see you there!

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### Educational Opportunities for New Archivists

If you are a new archivist and want to find an educational program that will meet your needs, the Modern Archives Institute may be the answer. This is a two-week program presented twice a year by the National Archives and Records Administration in cooperation with the Library of Congress.

For 2004 both the winter and summer sessions have been fully reserved. A waiting list is maintained, however.

Details of the program and an application form can be found on the National Archives website: [www.archives.gov](http://www.archives.gov)

The mailing address for the program is:

Modern Archives Institute  
West Moat  
National Archives Building  
700 Pennsylvania Ave., NW  
Washington, DC 20408  
Phone: 202-501-5390, ext. 279  
Fax: 202-208-1903  
E-mail: [mary.rephlo@archives.gov](mailto:mary.rephlo@archives.gov)

The Society of American Archivists (SAA) is planning to hold a two-day introductory program, "Understanding Archives" September 29-30, 2004 in Louisville, Kentucky. For more information contact SAA at 312-922-0140 or check the website, [www.archivists.org](http://www.archivists.org)

### Is there a Patron Saint for Archives?

By Paschal Baumstein, C.A.  
Belmont Abbey, North Carolina

(This article first appeared in *Archival Outlook*, Nov/Dec 2003, p. 37)

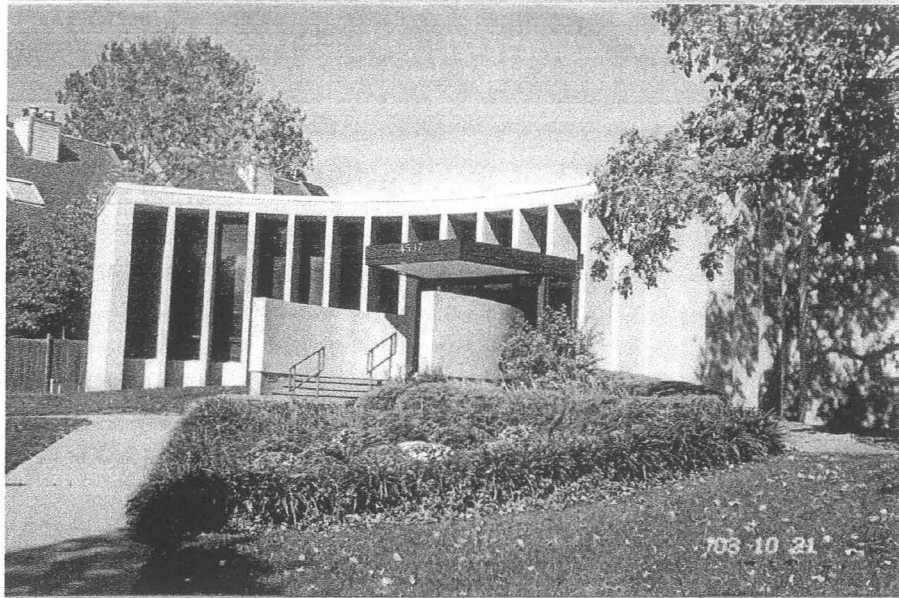
Various candidates have been suggested as a patron saint for archivists. In 1994, I even recommended one myself ("A Patron Saint for Archives," *Archival Outlook* {July 1994}, p.23). There is one however, who perhaps should have special eminence in the search: a martyr for the cause, so to speak. I propose Saint Anterus.

Relatively few details of his life are known today, but the archival connection is undoubted. The story of Anterus is included in the *Liber Pontificalis* and he is mentioned in Eusibius' *Ecclesiastical History*. Apparently he was a native of Greece and the son of a man named Romulus. That is all that is known of his early years. By the 230s C.E., he had taken up residence in Rome, though, and when Pope Pontianus was condemned to penal servitude in the Sardinian mines, Anterus succeeded to the bishopric of Rome. His accession is dated Nov. 21, 235.

Anterus set as a priority of his pontificate the collection of documentation of the early martyrs, storing these materials in his Roman archives. This brought him into immediate disrepute with the civil authorities, since the preservation of such records was regarded as subversive and disrespectful of the state. In consequence, Anterus was himself martyred on Jan. 3, 236. He reigned just forty-four days.

Followers of Anterus buried him in the bishops' crypt of Rome's Cemetery of Callistus. He was the first pope to lie there, although his episcopal predecessor, Pontianus, was interred there subsequently. The exact site of Anterus' sepulcher was lost for several centuries, but was rediscovered in 1854.

Although he was immediately accounted a martyr, the cult and liturgical feast of Saint Anterus did not spread to the "universal Church" until the ninth century. Presumably, he is the first saint martyred for conscientious archivism, status that seems to recommend him as an apt heavenly patron for us.



The former public library, renovated to hold two archives, Sacred Heart and Ursuline, on West Pine Boulevard.

### “How’d You Do That?”

*Collaboration* is the name of the game!

By Rosemary Meiman, OSU

In a section of St. Louis that is noted for its beautiful cathedral, for its many houses of religious who live in the area, and for the location of several archives of religious communities, there exists a collaborative work of two communities. This collaboration exists in the building that houses the archives of the Society of the Sacred Heart’s U.S. Province and the archives of the Ursulines of the Central Province.

The collaborative efforts of these two religious communities began over five years ago when both groups were looking for a larger and more suitable location for their archives. What was needed was an empty warehouse or a building that could accommodate heavy loads and, preferably, a one-story structure that could be renovated for archives. Meetings were held on several occasions with the two provincials, Kathleen Hughes, RSCJ and Pauline Lorch, OSU, and the archivists, Margaret Phelan, RSCJ and Rosemary Meiman, OSU. From these meetings came a commitment and a search for a location that would be large enough to house the archives of both groups. Arrangements were

made for contacts with realtors, and it was decided that a suitable neighborhood would be in the area of the Central West End of St. Louis.

When the possibility became known of a public library building on West Pine Boulevard being vacated, the realtor made the necessary contacts concerning the purchase of that building. The subsequent sale of the former library building took place after many prayers were offered for the success of the deal, and after it was determined that both groups could find in it the space needed for their archives. The location was excellent (in a neighborhood that is increasingly more residential, just two blocks from the Sacred Heart Provincial House and next to the Midwest Jesuit Archives), the facility was all on one floor and could be renovated for archival purposes, and the size seemed just right for the two groups.

After much negotiating and planning for the renovations of the building, the work began in earnest and the final touches were put on the facility  
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in late spring 2003. The interior was completely gutted in order to make new rooms for a large library and a reference area, a large work room with 3 bays or work areas, a large document storage area with shelving and files, an office for each religious community, a lunch room and a rest room. Space is provided for each religious group according to its needs. One final work that Margaret Phelan accomplished before she left her position in St. Louis to become the general archivist in Rome was to move the archives from Villa Duchesne in St. Louis County to the new building. Frances Gimber, RSCJ who replaced Margaret Phelan as archivist, assisted with this late June move. The Ursuline archives were transferred from Crystal City, Missouri in mid August. A Dedication and Open House was held on September 17, 2003 led by the Provincials of the two communities (Kathleen Hughes, RSCJ and Peggy Moore, OSU) and attended by over 300 persons. Since that time there has been a steady flow of researchers and historians who have found the facility a very pleasant place in which to locate material and to work.

This collaboration of the Ursulines and the Society of the Sacred Heart is not the first time that such ventures have taken place. Both groups recall fondly that when St. Philippine Duchesne first came to America, she stayed with the Ursulines in New Orleans for several months where she enjoyed the hospitality of the nuns that was so frequently experienced by travelers to that city. This working together is but another example of *collaboration* being "the name of the game."



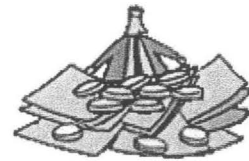
Sisters Meiman and Gimber in the renovated building

## Steps in Developing a Heritage Display

By Mary Jeremy Buckman, RSM

The Sisters of Mercy of the Americas, St. Louis Regional Community completed the remodeling of a heritage display that covers eight former motherhouses and 170 years of Mercy history. This project lasted for over two years due to a change of the project director, a change of focus and other miscellaneous reasons. Ideas had not been developed in depth when an architect was employed. Based on the mentioned experiences, the following steps are recommended for consideration by those developing a heritage display.

**Step One:** Sisters interested in developing a heritage display can form an informal group to explore ideas. The initial group should include: the archivist, an artist, a representative from the congregational leadership, the house administrator where the display is to be shown and other interested parties. A theme for the display should be developed, which will focus the efforts of the committee seeking to develop a heritage display. Visits to museums and archival displays are very helpful to provide ideas. A project director (this may be the archivist) must be determined. The project director will call meetings, monitor the budget, and work for all parties. Display areas should be identified and a proposal written to present to the congregational leadership for budget approval. During this phase, it is impossible to present a total budget if an architect/designer is to be considered.



**Sept Two:** A quality display takes money, time and effort. If the congregational leadership is supportive with mega dollars (\$100,000-\$200,000), an architect/designer may be hired to put the ideas into a medium. The architect/designer may also act as a contractor. A contract should be signed before beginning the project to contain the escalation of costs. A verbal agreement of budget proposal is  
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not the same as a signature on a contract which includes **all** costs.

**Step Three:** The committee can be reduced to the project director and one or two other sisters to meet with the architect/designer on a regular basis. In this early phase of the project, major changes may be made in the project. The work with the architect is very time consuming and it is difficult to coordinate time schedules of more than two-three people. Changes, meeting times and unexpected delays can lengthen the project. Once the project is underway, the congregational director of the project will coordinate the work of a multitude of individuals at various times.

**Step Four:** The archivist must provide photos, artifacts and other memorabilia for the architect/designer. The archivist should catalog all photos and materials given to the a/d so that all can be accounted for upon return. It may be necessary for the archivist to request the return of photos.

**Step Five:** The archivist must work with others in preparing the text and in some congregations the script must be written in more than one language because of cultural diversity of the membership.

**Step Six:** After the architect/designer has presented design plans, it is helpful to have a diversified group review the plans before implementation. Some of the people that can be helpful include: the facility administrator and housekeeper, artists, wisdom figures of the congregation (in addition to wisdom, they may have hidden artifacts to share), and others who can be helpful to the project.



**Step Seven:** Enlist the help of many proofreaders with good eyesight and attention to detail. We had to proof read material in a font size of 4, with a magnifying glass. It is much cheaper to make editorial changes during the proofreading process than after the project is finished. All must remember that every change means an increase in

cost. Major changes should not be made during the final editorial stage.

**Step-Eight:** The archivist will need a plan for artifacts to be displayed. This will include: 1) length of time an artifact is exposed to the public, 2) environment conditions, 3) difficulty in changing the display, 4) cleaning the display cabinets, 5) background materials and 6) other ways of enhancing the display.

**Step-Nine:** Be prepared for some surprises and the need to make corrections. However, corrections should be at a minimum, if excellent proofreading has been done.

**Step Ten:** Enjoy the compliments received. You will have earned them at the end of the process.



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### Remember in Your Prayers:

Catherine Regina Donnelly, RSM, Merion Regional Community of the Sisters of Mercy, died March 23, 2004. She was active for many years. ACWR members may remember her as the chairperson of the sub-committee that produced the very helpful Record Management Guide in 2000. It is indeed a legacy Sister has left us. As Catherine was in the final days of her illness Sister Susan Nowalis, RSM responded to two requests for the Guide. The recipients wrote back saying that it was just what they needed. May Sister Catherine Regina rest in peace.

## Mercy Archivists Gather in Dublin, Ireland

By Susan Nowalis, RSM

Forty-three Sisters of Mercy came from Aotearoa/New Zealand, Australia, Great Britain, Ireland, Kenya, Newfoundland, Philippines, South Africa and the United States to Mercy International Centre in Dublin, Ireland for the Second International Conference of Mercy Archivists, November 16-22, 2003.

As part of the 10<sup>th</sup> Anniversary of the Centre, site of the original House of Mercy founded by Catherine McAuley, participants shared stories of Mercy Foundresses "*Beyond Catherine*". The stories revealed common threads of courageous journeys from Ireland to distant lands in response to calls to serve the poor, the sick and the uneducated. Compassion for those in need, whether in the classroom or even on the battlefield, became the identifying mark of these brave women.

Mercy International Association has compiled the stories in a booklet for the participants. The booklet may be purchased by anyone who is interested by contacting Ethel Bignell, RSM at [miaexec@eircom.net](mailto:miaexec@eircom.net)



Mercy Sisters Mary Jeremy Buckman, Paula Diann Marlin and Susan Nowalis standing beside the statue of Catherine McAuley outside Mercy International Centre, Dublin, Ireland.

The importance of archives was reflected in a paper by Mercy author, Mary C. Sullivan. Mary highlighted with gratitude the help she received from archivists in various places and noted "...the quality of historically-based research on the Sisters of Mercy is dependent on the quality of archival materials available for that research." To a quote from an article by Donal McCartney in Reflections on Catholic Archives published in Britain (Catholic Archives Society, 2002), "the archivist's main function is to care for the non-current files and records and to index, list, describe the archive in his or her care so that retrieval of information becomes easy," Mary added emphatically the words "and accurate".

Marianne Cosgrave, Congregational Archivist in Ireland, spoke from her experience with the industrial school crisis about the importance of having protocols in place before a crisis situation develops. This is an important issue for leadership to understand and support, as Edel Bannon, RSM noted in her presentation from the perspective of a congregational leader. "I learned that leadership is powerless to carry out legal and canonical responsibilities without the backup of a fully functioning and well-managed archive."

Mercy archivists and presenters alike left Dublin inspired and informed, eager to plan a return visit to "Catherine's House" where all are welcome.



The entire group of Mercy Archivists in the garden beside Catherine McAuley's tomb.

## ACWR New Board Members

With gratitude, ACWR congratulates Judith Metz, SC, who is the new Vice President-President Elect, and Vickie Cravens OSU, who was reelected Secretary of the Board. They will assume their duties following their induction during the August 2004 business meeting.

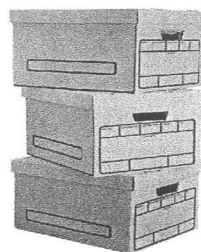
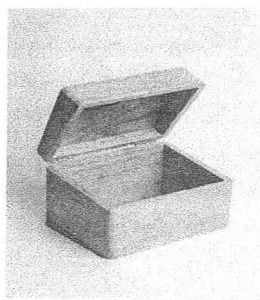
Sister Judith has served as congregation archivist for the Sisters of Charity of Cincinnati since 1996. She has been involved in archival research and writing about the history of religious life for a number of years. Her publications include *A Retreat with St. Elizabeth Seton*. She is co-editor of two published volumes of the collected letters of Elizabeth Seton, with a third volume in process. Sister holds a BA in Social Studies, a MA in History, and a PhD in American Catholic Studies. Sister completed the professional core courses in archival and museum management at Wayne State University in 1994-1995, and holds membership in several archival organizations.

A member of the Ursuline Sisters of Mount St. Joseph, Sister Vickie will profess her final vows on May 22, 2004. In September 2001 Sister was named Director of the Mount St. Joseph Archives; the position of Museum Curator was added in January 2003. Sister comes to the archive field after working 22 years in university and public libraries where she held many different positions from circulation clerk, interlibrary loan clerk, extension librarian (over four libraries) and cataloger. Vickie also spent over ten years indexing newspapers and magazine articles, and edited a regional magazine index of over twenty publications. She attended the Religious Archives Institute held in Washington DC at Catholic University of America, and is a member of SAA and the Kentucky Council on Archives.

Thanks also to those ACWR members who allowed their names to be placed in nomination and to all those who voted (62% of the membership) in the election.

### New membership

1. Rosalie Graham, OP, Columbus Ohio
2. Jane Hassett, CSJ, St. Louis, Missouri
3. Joan Williams, OCD, Reno, Nevada



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Technology – Barbie Lynn Ballard

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