

ACWR Secretary Chosen



Patricia Hodge, R.S.M., Executive Secretary

community of the Institute of the Sisters of Mercy of the Americas, Patricia comes to this new part time position with outstanding credentials.

Earning graduate degrees in English and in Library Science, as well as certification in archives administration from the University of Pittsburgh, she has had ample opportunity to perfect each dimension of her academic training. Besides her teaching at Carlow College, Pittsburgh, Patricia has served with distinction as librarian or administrative officer at several colleges or institutions. Among these are Holy Cross Hospital, Fort Lauderdale, FL; Trinity College, Burlington, VT; and Caldwell College, NJ. Since 1989, Patricia Hodge has been archivist for her

community. In this same capacity she will begin to provide services to the ACWR in the spring of 1993.

Although many of the details of the work Patricia will perform for the ACWR are still tentative, one thing is already clear. Her assuming the position of Executive Secretary enables the organization to fulfill one key goal: a site for the national office. More specifics of the potentials of the national office will be clarified in future newsletters and ACWR meetings.

Those interested in congratulating Patricia Hodge personally, or suggesting ways in which they may be of help, may contact her at Sisters of Mercy Archives, 3333 Fifth Ave., Pittsburgh, PA 15213.

Again, rejoice with us on our auspicious beginning. †

The Executive Council of Archivists for Congregations of Women Religious (ACWR), takes great pleasure in naming Patricia Hodge, RSM, as its first Executive Secretary. Presently serving as archivist for the Pittsburgh regional

THE SAA CONNECTION

A NEW NAME FOR THE ACWR ROUNDTABLE

Some members have expressed concern that our relationship with the Society of American Archivists (SAA) might end. At a recent meeting of the ACWR executive committee, the officers discussed the problem that has recently emerged. The ACWR's need to expand, thus going beyond what seemed to be the parameters SAA set for a roundtable, creates a dilemma. The following describes the dilemma and its resolution.

The ACWR wants to remain a part of SAA. In fact, one of its agenda items concerns the desire "to increase the professionalization of the ACWR ranks in national and

regional organizations, such as SAA, MAC, MARAC. Since this is so, the executive committee believes that the best course of action is a simple one: to separate the ACWR organization from the roundtable but to do so without disturbing the present status of the roundtable.

With this plan, the membership of the roundtable continues to consist of the same persons, some of whom are also dues-paying members of ACWR. To make this distinction requires no change with regard to SAA's yearly roundtable program. The only difference is with respect to the name of the roundtable which would henceforth be called

WOMEN RELIGIOUS ARCHIVES (WRA) ROUNDTABLE, in order to distinguish it from the ACWR organization.

Remaining as a roundtable, albeit as the WRA ROUNDTABLE, assures ACWR members a presence at the annual SAA meetings, yet frees ACWR to pursue its specific and complex agenda. The major points of this agenda are: 1) to establish a national office; 2) to inaugurate a religious archives intern program; 3) to promote cataloguing and computer standards for religious women archives; 4) to expand the organization's publications, and 5) to set up a library of books on

A NOTE FROM THE PRESIDENT . . . REFLECTIONS ON OUR FUTURE



Dolores Liptak, R.S.M., ACWR President

We have begun! As first officers of the ACWR, we, brave four, have taken our first tentative, but confident steps, to carry out the mandate presented to us in September, 1992. Needless to say, the task IS daunting.

The rule we adopted at our first executive session was this: accomplish one thing at a time. We decided that our first priority was to find the right person and the right place, to serve as the point of continuity for ACWR. Another article in this newsletter describes what we

consider our first miracle.

With Patricia Hodge as Executive Secretary, we believe we are ready for the next step: developing a national office in Pittsburgh. With this beginning location, we shall have a central location from which executive members may connect with every member of the organization and a means of fulfilling other important ACWR dreams. Under its auspices, we are convinced that every priority will have a chance for both life and long-standing support.

But we now realize more clearly than ever before that each new stage of the organization, even before the national office is set up, will depend upon your continued support. Just as the ACWR originally prospered on the voluntary contributions of many of you and, most especially, upon the outstanding leadership provided by each of the founders, we believe it will now depend upon your commitment, talents and generosity.

Your willingness to pay dues has already demonstrated your desire to be more than charter members of the ACWR. With great expectations, then, we call upon you to help us face some of our next challenges and to make the ACWR your organization of choice.

Several committees must be formed as soon as possible. Do you have the talent to raise funds to help

subsidize our office or our internships and computer education projects? Would you like to help plan this year's program at the roundtable of the SAA, as well as subsequent ones related to HWR (History of Women Religious) or LCWR? Would you be interested in helping us conduct our next elections? Can you help with the newsletter by supplying news regarding regional - state and local - archivists assemblies, conferences, or workshops? Is there anyone who would like to write regularly to the editor and update her about the agenda of the regional meetings attended? We would also be very interested in sponsoring supplementary publications that could exchange useful information or helpful hints about improving archives. If this kind of project interests you, please let us know what you might offer.

Please send correspondence, offers, or advice to me, Dolores Liptak, RSM, care of Mercy Services, 1700 Hampshire Green Lane, #21, Silver Spring, MD 20903. If you wish, state the role you offer to fill regarding committees such as elections, publications, program, internship, fund raising and the degree to which you could be involved. We look forward to your letters.

Finally, if you haven't paid dues, please note the form in this newsletter to expedite the process. †

IMPORTANT NOTICE

Members who wish to submit articles on activities or meetings (past or future), please send to Patricia Hodge, 3333 Fifth Ave., Pittsburgh, PA 15213. Patricia will provide a bulletin board of data for future newsletters so that members will become acquainted with each others' activities and can plan opportunities for new directions and education. Publication of the newsletter is March and October. Copy deadline is January and August, eight weeks before publication.

THE SAA CONNECTION *continued from pg. 1*

women religious congregations. These added commitments of the ACWR distinguish the goals of ACWR from the purpose of the roundtable.

The SAA leadership sees the above as a fine solution to the dilemma. In fact, Ann Kenney, current president of SAA, proposed the resolution in a recent letter to the organization. Consequently, the executive committee will pursue this change of status. We now invite your comments with regard to the future goals of both the ACWR and the WRA. †

MARY LINUS BAX, S.P.P.S., RECEIVES SISTER CLAUDE LANE AWARD



Emma Cecilia Busam, O.S.H. and Mary Linus Bax, S.P.P.S.

Mary Linus Bax, S.P.P.S., archivist for the Sisters of the Precious Blood in Dayton, OH, received the 1992 Sister Claude Lane Award during the SAA convention in Montreal. The following presentation speech was given by Emma Cecilia Busam, OSU, archivist of the Ursuline Sisters in Maplemount, KY.

I would first like to acknowledge the Society of Southwest Archivists who co-sponsor this award, and to thank the other members of this year's Sister Claudia Lane Award Subcommittee: Audrey Batemen of David Gracy & Associates in Austin, TX; and Sr. Rosalie McQuaide, CSJP, of the National Catholic Relief Services.

Sister Mary Linus Bax, the recipient of this year's award, has been a leader since starting her career in religious archives in 1975. From the very beginning, Sister was involved not only in the archives of the Sisters of the Precious Blood, but also assisted beginning archivists in their search for archival proficien-

cy. Together with Sr. Evangeline Thomas and Fr. Norbert Brockman, Sr. Mary Linus was presenter in twelve workshops given all over the United States. These were sponsored variously by the Leadership Conference of Women Religious, the NHPRC, the NEH, and the Bergamo Center of Dayton, OH.

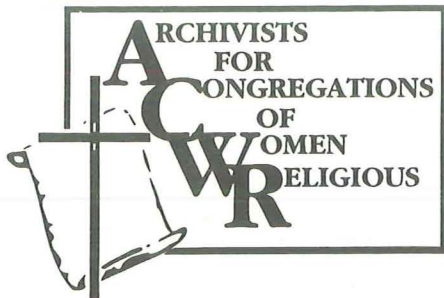
Besides imparting the principles of archives to hundreds of participants, Sister was also available for consultation at various religious archives in the United States, Canada, and Rome, Italy. Concomitant with this activity, she lectured widely on archival and related topics. Through these activities Sr. Mary Linus has demonstrated her continuous commitment not only to advance the archival education and training for beginning archivists, but also to maintaining a strong interest and concern for their continued progress and professionalism.

Together with these activities, Sr. Mary Linus compiled a POLICY MANUAL for religious archives

which was the first of its kind. This policy has been widely disseminated and became the prototype for the formulation of policies of archives of various religious communities both in the United States and abroad. Sister has also made available to archivists a MANUAL FOR ANNALS and a MANUAL OF PROCEDURES, written for Salem Heights archives but easily adaptable to various archival situations.

Besides her academic endeavors and achievements, Sr. Mary Linus gives unstintingly of herself and her time to anyone who requests her assistance. The hundreds who have attended her lectures attest to the delightful ways in which she can clarify ideas and principles, as well as to her generosity and availability. Sr. Mary Linus hasn't changed over the years – only gotten better!

For all these reasons, the Committee is pleased to present the 1992 Sr. Claude Lane Award to Sr. Mary Linus Bax. †



ACWR HOLDS 1992 MEETING IN MONTREAL

by Beatrice Weisner, SNJM, Secretary



Rosalie McQuaide C.S.J.P. addresses the ACWR Roundtable in Montreal

The annual meeting of the ACWR was held during the Society of American Archivists (SAA) meeting in Montreal on September 15, 1992, at the LeCentre Sheraton. Twenty-nine members were present.

As chairperson, Rosalie McQuaide, CSJP, called the meeting to order. She welcomed the members, then gave a brief resume of the accomplishments to date, outlined our hopes for the future, and introduced the new officers.

Accomplishments: to date the ACWR has a) invested \$10,000 seed money; b) published three newsletters; c) increased membership to nearly 300; d) held our second meeting as a Roundtable of SAA; e) conducted two surveys (a membership profile and an educa-

tional needs survey); f) planned and executed a half-day session at the History of Women Religious (HWR) meeting at Tarrytown, NY, in June, 1992; and g) conducted an election of officers.

Hopes for the future include: a) establishing a structural program of internships for beginning archivists; b) mainstreaming ACWR members in regional and professional archival organizations; c) promoting ACWR members for positions of responsibility in regional and/or professional archival organizations; d) recognizing their contributions to the profession through nominations for professional awards and commendations; e) collaborating closely with the HWR in pursuit of the historical records of women religious; f) long-range planning for

ACWR Officers: Mary Serbacki, Vice-President; Beatrice Weisner, SNJM, Secretary; Celeste Rabaut, IHM, Treasurer



disposition/preservation of archives of congregations that are merging or are going out of existence; and g) establishing a national ACWR office and central religious archives resource center.

The new officers were introduced and recognized: President, Dolores Liptak, RSM, was unable to be present because of a conflicting previous teaching schedule. Vice-President, Mary Serbacki, OSF; Secretary, Beatrice Weisner, SNJM; and Treasurer, Celeste Rabaut, IHM.

In the absence of the ACWR President, Mary Serbacki chaired the rest of the meeting. A vote of thanks was given to the ACWR Committee for a work well done. A special thanks was given to Rosalie McQuaide for her efforts as chairperson of the organization.

Celeste Rabaut gave a treasurer's report: a) \$10,000, invested in the Merrill Lynch short Term Global Income Fund, earns about \$60. a month in interest. b) There is on hand to date \$1170.34, with the bulk of dues still to be paid.

The priorities for ACWR for the coming year will be a) establishing a national office (a permanent address, making us eligible for bulk mailing rate); and b) internships for archivists who feel they need a little help.

The standing of ACWR as a Roundtable of SAA was explained by Sr. Rosalie. As a Roundtable, ACWR



Participants in ACWR Roundtable listen to progress report of the new organization

cannot have its own national office, nor can it collect dues. The group discussed the possibility of re-naming the Roundtable, while keeping ACWR autonomous but with close relationship to the SAA. This issue is to be discussed by the officers in November and the results reported to the membership at large.

The speaker for the day was Rosalie McQuaide, filling in for Sr. Simplicia who was unable to be with us. Her presentation was entitled: "Building the Foundation for First Rate Archives." She gave three components of a successful archival program: a) a formal statement of purpose (mission statement); b) formal records management program;

and c) easy access to archival records. She based her development of these areas on the Manual for Catholic Relief Services, which publication she helped to formulate.

After the presentation, time was given for group sharing and feedback. A point of focus for the sharing was the present status of the participants as regards computerization of individual archives. †

Small group sharing about computerization of individual archives.





A NEW HOME FOR ADRIAN DOMINICAN ARCHIVES
By *Mary Anne Brennan, OP*

As part of the major renovation of the Adrian Dominican motherhouse and health care center in Adrian, MI, a three-level addition to the west wing of the motherhouse was built to house the archives. Documents, audio-visuals, and some artifacts were moved in August, 1992, from the basement of the motherhouse to the second floor.

Since the archives materials were organized according to the following categories: 1. Congregation, 2. Government, 3. Membership, 4. Institutions, 5. Ministries, 6. Hierarchy and Clergy, and 7. Related Organizations, placement of these categories according to their use was needed. Archival boxes containing documents in all categories (except membership) were moved to the room on the second floor next to the archivist's office. Also on this floor were placed steel files containing folders of living Sisters, annals, and current materials related to the present activities of the congregation.

On the level below were stored the archival boxes containing documents of the deceased sisters and withdrawn members, as well as special papers of Sisters who had engaged in outstanding activities and those who produced creative works and studies. On this floor are also preserved all AV material: videos, films, slides, and tapes related to the congregation.

On the lowest level, artifacts were stored in various sized archival boxes for future use in the new historical library (or heritage room). The former historical library was dismantled in August at the time of the move. A new one, now in construction on the first floor of the motherhouse, will be completed in a year or so.

The rooms in the basement formerly used for the archives served their purpose for almost seventy years in spite of humidity, dryness problems, and lack of space. The new archives, in a temperature-controlled environment, has room to expand. The adjacent office of the archivist and historian, bright and roomy, are conducive to archival work and inviting for research. †

BOOK REPORT

Since the last issue of ACWR NEWSLETTER (Summer, 1992), several members have sent Rosalie McQuaide historical materials to add to the ACWR library collection. We are very grateful. We are sure the new books will enhance our holdings considerably. The books, however, will not be processed for several months. For that reason, you may not have received formal acknowledgement of the receipt of books. This pertains especially to those who enclosed letters with their packages of books.

Please know that we do want to acknowledge your gift and begin the processing. We apologize for any temporary confusions and promise to give specific advice in our next newsletter as to the schedule for disposition. For that reason, please delay sending other materials. †

NEW EDITOR NAMED



Genevieve Shea, S.L.W., ACWR News Editor

The Executive Committee is delighted to announce that Genevieve Shea, SLW, has volunteered to succeed Mary Margaret Switlik, CSJ, as editor of ACWR NEWS. Anyone who has seen the quality of OutWORD, the newsletter published by the Sisters of the Living Word (Chicago) knows of Genevieve's competency.

We welcome Genevieve and thank her for her willingness to continue the fine work Mary Margaret began. †

MERCY ARCHIVISTS MEET IN PITTSBURGH

By *Patricia Hodge, RSM*



Patricia Illing, R.S.M.

Archivists from nineteen Sisters of Mercy regional communities throughout the United States met in Pittsburgh, PA, October 23 - 25, 1992, for the first conference of archivists for the Institute of the Sisters of

Mercy of the Americas. Initiated and coordinated by Patricia Hodge, RSM, Director of Archives, Regional Community of Pittsburgh, the meeting brought together historically for the first time thirty-three Mercy participants from Maine to California.

Dolores Liptak, RSM, President of the Archivists of Congregations of Women Religious (ACWR), delivered the challenging keynote address focused on the subject, "Archival Services as Mercy Ministry." The speaker's emphases were upon the ministerial role and the professional responsibilities of archivists. They "must see themselves, not at the margins of their communities' most important endeavors, but actually at the very cutting edge of every ministerial choice upon which their communities embark."

Sylvia Connell, RSM, archivist for the Dallas [PA] Mercy Regional Community, and Cecilia Murphy, RSM, former President of the Pittsburgh Sisters of Mercy, served as respondents to a wide variety of concepts expressed in the keynote address.

Other speakers on the program included Mollie McMahan who serves as archivist for the central repository for the Institute of the Sisters of Mercy of the Americas in Silver Spring, MD, and Charlotte Tancin, research scholar and preservationist, from Carnegie Mellon University in Pittsburgh. Author and editor Kathleen Healy, RSM, spoke to the Mercy archivists on the subject of her recently published book, SISTERS OF MERCY SPIRITUALITY, 1843-1900.

Because of its success, another meeting is now being planned. Three archivists, Sylvia Connell (Dallas, PA), Patricia Illing (Chicago, IL), and Patricia Hodge (Pittsburgh, PA) volunteered to serve as an ad-hoc planning group. †

ST. GERTRUDE'S PRESERVATION WORKSHOP.

By Carm Ternes, OSB

A historical preservation workshop conducted by the Monastery of St. Gertrude at Cottonwood, ID, on October 2 and 3, 1992, drew archivists and curators from six states. The workshop, funded by a grant from the Idaho Humanities Council, matched by the Idaho Historical Society, was presented by a team from that Society.

Hands-on sessions taught the preservation of old and damaged paper material, and the restoration of artifacts made of wood, cloth, leather, or a combination of materials. Objects typical of those encountered by curators, archivists and librarians were used to demonstrate encapsulation. Restoration of damaged books was also demonstrated.

Archivists and curators were advised to move slowly in working with materials. "Don't fall victim to your good intentions," advised Elizabeth Jacox, photo librarian at the Museum, in discussing the treatment of photographic collections.

Those handling material were advised to wear white cotton



*Workshop participants watch as Thomas Jaehn, Idaho Historical Society, demonstrates document encapsulation
Carolyn J. Frer, Photographer*

or plastic gloves to avoid damaging materials with oil or grime from their hands.

The team also gave advice on development of museum policies and disaster plans, procedures for recording data about acquired materials, and working with a conservator.

Speakers included Elizabeth Jacox, William Tydeman, Joseph

Toluse and Thomas Jaehn of the Idaho Historical Society, Jody Hawkey-Ochoa of the Idaho Association of Museums, and other experts.

St. Gertrude's workshop was the first of its kind by the Idaho Historical Society, but its conservation staff is available for other workshops or consultation. †

THANKS AND PLEASE

A big THANK YOU to all who have paid ACWR membership dues for 1992-1993. As announced in the last ACWR NEWS, the annual membership fee is \$25.00. This February ACWR NEWS is being mailed to all on our former mailing list. In the future, however, mailings will be to paid membership only.

Your prompt response will enable ACWR to begin implementing our dreams and to operate on a balanced budget. Prior to the opening of the ACWR office, please send payments to the treasurer:

Sr. Celeste Rabaut, IHM
SSIHM Archives
610 W. Elm St.
Monroe, MI 48161-2884

Make checks payable to ACWR.

Your canceled check will be your receipt.

ACWR MEMBERSHIP OCTOBER, 1992 - SEPTEMBER, 1993

NAME _____

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CITY _____

STATE _____ ZIP (9 digit) _____

PHONE _____ FAX _____

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THANKS TO 1990-1992 ACWR PRODUCTION TEAM

Sincere thanks to all, especially Rita King, SC, Mary Margaret Switlik, OSF, and Carm Ternes, OSB, who formed the most vital links of the amazing volunteer organization that brought us every newsletter to the present. Besides



Rita King, S.C.

those who contributed articles to each newsletter, there were others who dressed it up with photographs.

In particular Rita King supplied the defining pictures that documented our development and gave us all an idea of our identity and what we were accomplishing toward getting our fledgling organization on its feet.

Mary Margaret Switlik's skill in editing articles and doing layout provided the impressive form.



Mary Margaret Switlik, O.S.F.

Finally, Carm Ternes, OSB, completed the many-faceted task by seeing to the printing and mailing of the newsletter.

Each of these jobs was so well done that the ACWR came to be seen as an efficient organization even before it had officers, by-laws, and an office! That is an accomplishment for which all those involved in the newsletter should justly take pride. †



Carm Ternes,
O.S.B.

COMING SOON!

Two workshops will be held in New Haven, CT, September 15-16 and Sept.17-18. The first, "How to Develop Church and Mission Archives," will be conducted by Martha Smalley, Archivist for the Day Library, Yale Divinity School, and Dr. Stephen L. Peterson of Trinity College, Hartford. The second, "Doing Oral History," will be given by Dr. Jean Paul Weist and Cathy McDonald. Cost of each workshop: \$75.00. For a participant taking both workshops, the combined fee is \$110. There are accommodations at the OMSC.

For more information write to: Gerald Anderson, Director,
Overseas Ministries Study Center, 490 Prospect St., New Haven, CT 06511-2196.

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