



ACWR NEWS

VOL. 5 No. 1

April 1995

Membership elects new officers



Marjorie Buttner, OP
Newly elected Vice
President/President-Elect



Rosalie McQuaide, CSJP
Newly elected Treasurer

A member of the Sinsinawa Dominican Congregation of the Most Holy Rosary, Sister Marjorie Buttner, OP, has served as archivist for her congregation since 1989. Prior to that time, she taught French and Spanish in various secondary schools, serving also as Guidance Director.

Among Marjorie's educational credits are a B.A. in French and an M.Ed. in Guidance and Counseling. She studied library and archival science at Catholic University of America and participated in the Modern Archives Institute sponsored by the National Archives in Washington, D.C.

As a proponent of professional networking, ACWR's newly-elected Vice President is an active member of the Society of American Archivists (SAA) and of the Midwest Archives Conference (MAC). Having participated in workshops and meetings sponsored by these organizations, Marjorie is an energetic founding member of the Iowa Conference of Archivists of Catholic Institutions.

Congratulations to Marjorie Buttner, OP, the third Vice President/President-Elect in the history of ACWR!

Marjorie Buttner writes: "I am both happy and humbled to have been elected to the Vice Presidency/ Presidency of the ACWR. I believe strongly in this organization because we are united in a desire to work together in preserving our past and disseminating our stories for the enlightenment of those interested in the vital role that religious communities have played in the education, health and welfare of our society.

Our strengths, as discrete archivists, are our founding charisms, our faith, our education, and experience. We bring these gifts to one another in our membership in ACWR. Together we are energized and enriched by sharing knowledge and seeking (cont., p.6, col.1, Buttner elected)

Sister Rosalie McQuaide was the archivist for her congregation, the Sisters of St. Joseph of Peace and for LaGuardia Community College, City University of NY, prior to her present role of archivist, historian and records manager of the Catholic Relief Services. An accomplished pianist and organist, she earned a Ph.D. in historical musicology at New York University. She is deeply committed to research and writing on her congregational foundress, Margaret Anna Cusack.

One of the founding members of ACWR, Rosalie worked actively with the Ad Hoc Committee (1989-1992) to bring the organization into viability. She sees the ACWR as a vehicle for development of professional expertise among religious archivists, for interaction with the Network of History of Women Religious, and for the availability of our history to serious researchers.

Congratulations to Rosalie McQuaide, the second elected treasurer for the organization. She, too, will serve as a Board member after the installation of the new officers.

Rosalie writes, "Continuing my long-term interest in the archives of women religious congregations, I am happy to serve ACWR as Treasurer, and I thank those who expressed their trust in me through their votes.

From its inception, ACWR has had an ambitious, but doable agenda: preservation of women religious archives, training of new archivists, closer collaboration with historians, professional upgrading of the ranks of archivists. I commit myself to furthering the agenda of ACWR, in collaboration with the other officers and members, so that the organization will quickly find its voice and extend its benevolent influence among congregations of women religious and within the larger profession as well."

A note from the President



Mary Serbacki, OSF
ACWR President

While I write this, the winter winds are blowing and the hours of daylight steadily decrease. As you read these same words, the days are growing longer and the rebirth of spring in our northern hemisphere is with us once again. The conditions have changed. Time has passed and things are not the same.

I pondered just what to say in this column, prepared in one season and read in another, and it struck me that what I was trying to do is, in a small way, parallel to that which we all do as archivists. We live in the present and must make appraisal decisions in the present. The decisions we make about our records now, however, will have consequences in the future. We can not possibly know with any certainty the administrative needs or the research interests of "tomorrow's" users. They will be searching for information within the records for which we are responsible today. What will they need? Will it be available?

It is sometimes tempting to consider retaining everything — just to be "on the safe side"; this is impossible. We have to decide what has permanent, enduring value. We must separate out that which has little if any long-term value. That is why it is so important for us as archivists for religious congregations to be knowledgeable in many areas.

In order to make appraisal decisions which are as wise and well-informed as possible, it is not enough for us to know only the "ins and outs" of our own congregations and administrations. We must also be aware of trends within the wider world of scholarship. What is happening "out there"? What are the issues and concerns in such areas as women's studies, church history, sociology, ethnic and immigrant studies, demographics, etc.?

We really have a responsibility to ourselves as archivists, to our profession, and to our religious communities to use all the means at our disposal to increase and broaden our knowledge. This means reading, attending conferences, discussing and sharing with other archivists and historians. ACWR, the pages of this newsletter, HWR (History of Women Religious), SAA (Society of American Archivists), and regional archival and historical organizations are all "tools of the trade" for us. Let's break out of winter's cocoon!

Mary Serbacki, OSF

Letter to the Editor

Dominant in every profession is a body of knowledge. In the administration of modern archives, a specific discipline is of the essence, somewhat different from librarianship. When I was interviewed by the President of Carlow College as candidate for a new archives department, I was offered a sabbatical summer to prepare myself for a new specialization. The challenge appealed to me.

With three university degrees embracing the liberal arts, I knew nothing about archives administration. The University of Wisconsin at Madison, in conjunction with the Wisconsin Historical Society, scheduled a course in theory/laboratory in archives organization. Having completed that program, I adapted my learned system to Carlow College documents when I returned to campus.

I can report that my strong academic background co-related to my new knowledge, knowledge necessary before my touching one of Carlow's manuscripts. Authorities of religious congregations have a profound obligation to educate personnel before assignment. Such an investment produces an administrator with a chart of power, objectives, a proper sphere of competency.

(signed) Marian McGrath, RSM

(The writer is a retired college faculty member, research librarian and archivist. Currently she is an astute observer of ACWR National Office activities in Pittsburgh while she ministers as congregational librarian.)

ACWR NEWS is the biennial publication of the Archivists for Congregations of Women Religious.

ACWR is a professional organization established to bring archivists together to confront current issues and problems, to explore needs and opportunities facing religious women's archives today and into the 21st century.

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Membership adopts ACWR Internship Program

by Connie Halbur, SSSF



Connie Halbur, SSSF

On the evening of October 14, during ACWR's First National Conference, approximately 25 participants met to discuss the possibility and nature of an ACWR internship program. The discussion, which was facilitated by Anne Courtney, SC, centered around the content of such a program and the process by which would-be interns could find appropriate mentors.

Four sisters shared their experiences as mentors and gave suggestions. One member who had been a trainee also told of her experience,

and others at the session offered valuable input. The following suggestions seemed to meet with general approval:

- Each internship should be tailored to meet the needs of the intern, competencies of the mentor, and character of the mentor institution. This would include content of the internship, length of time, financial factor, and housing.

- Although the major portion of the content should be geared to the rather modest needs of most religious congregational archives, there should also be some exposure to information needed in much larger repositories, such as hospital, state or university archives.

- Archivists who would like to volunteer to be mentors would inform the ACWR National Office and would be asked to provide information regarding the character of their institutions, and their training and competencies as archivist. The ACWR National Office would refer potential interns to possible mentors.

- Mentors should be encouraged to work toward certification, but

arranging for the certification procedure is not the responsibility of the mentor.

-After three years, the internship program should be evaluated. After this magnet session, the Internship Committee (Sisters Angelita Heinrich, Rosalie McQuade, Elaine Wheeler, and Connie Halbur) drew up a motion which was offered at the Sunday business session:

That ACWR institute an intern program for incoming archivists of women religious congregations. The mentors would be members of ACWR who are qualified through training and experience to serve as mentors to incoming archivists. The mentoring program will be evaluated after a three-year period for further development.

The motion was adopted unanimously by members in attendance.

Editorial note:

The Board invites members to participate in this valuable educational program.



Rose Matthew Mangini IHM Secretary, Beatrice Welsner, SNJM, Outgoing Secretary, Emma Cecilia Busam, Vice-President, and Celeste Rabaut, IHM, Treasurer, share the joy of a successful conference. (Photo: Rita King, SC).

The correct mailing address
for the
ACWR National Office is:
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Pittsburgh, PA 15213-3165

Please remove from your address files
the following:

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Cockneysville, MD 21030.
Thank you.

Members evaluate the Monroe Conference



Emma Cecilia Busam, OSU, and Anne Courtney, SC, share a moment during the ACWR Conference registration. (Photo: Rita King, SC)

— “This was one of the best conferences I have ever attended. . . very informative, well planned, and organized, in a very comfortable environment.”

— “This conference convinced me that the profession had come of age.”

— “It is good to see first-hand the commitment of women religious, furthering the histories of their congregations and preserving the heritage.”

— “The conference brought together a composite of archival functions and experience in a sharing and informative manner.”

— “It has helped me to meet [ACWR] administrative and responsible members personally . . . to visit the excellent IHM Archives in Monroe.”

— “This was an enthusiastic conference made so by the enthusiastic participants, women religious archivists.”

— Both the excellent quality of the presentations and the large number of participants indicate that ACWR fills a need and will continue to grow as a professional organization.”

— [The conference] “was a delight to attend. . . . The greatest assets were the archivists themselves who are sincerely intense women who know what they’re about or are seeking answers to their

questions and concerns. . . .”

— “My response . . . was one of hope for the future of religious life. . . . We’ve adapted in the past; we can and will do so again.”

— “What was especially helpful, encouraging, and heart-warming was the constant, gracious sharing of expertise by more experienced archivists.”

— “I came away from the ACWR Conference with a sharper focus upon future directions for the . . . Archives.”

— “. . . The generosity and hospitality of the IHM community set the stage for a very successful beginning.”



Mary Jaskel, OSF, Mary Thomasita Heller, OSF, and Mary Zita Green, OSF, enjoy the social hour during the ACWR Conference. (Photo: Rita King, SC)

— “I am most grateful for the excellent professional level maintained throughout the conference.”

— “. . . the diversity of subjects covered was surprising. It was delightful to meet so many dedicated and vibrant religious archivists.”

— “The workshops were most relevant, the sharing exhilarating, the business meeting well organized. Congratulations to all. . . .”

— “I felt that the whole conference was a tribute to its founding purpose.”

— “Let’s do it again!”

Editorial note:

Our gratitude to so many conference-goers who submitted such a wide range of evaluative comments as well as suggestions for future conference planning. PH, RSM



Elaine Wheeler, DC, explains the Micro-MARC automation system. (Photo: Rosemarie Kasper, SNJM)

Practical steps to computerization discussed at the Monroe Conference.

Among the many well-attended sessions of the Monroe Conference program were several which focused upon the vital topic of computerization of archives. Presenter Rose Matthew Mangini, IHM, included in her handouts one entitled "User Friendly Computerization" issued by the IHM Archives of Monroe, Michigan.

Some abbreviated excerpts from that handout include the following "Practical Steps to Computerization":

- . Determine the MISSION of the archives.
- . Who are the actual and potential users of the archives?
- . To what degree is it useful or necessary for the archives to share information with other information systems?
- . How extensive is the archives collection?
- . What finding aids already exist?
- . What information would be helpful to have computerized?
- . How standardized is the archives "vocabulary"?
- . What kind of budget is available for computerization?
- . What questions need to be answered before computer hardware and software are selected?
- . From whom should hardware and software be purchased?
- . What are the basic elements of staff development in terms of computerization?
- . What should be understood about the MARC cataloging system and the MicroMARC computer program for archives?

Important ACWR Meeting Dates

May 5-7 ACWR National Board Meeting at Maple Mount, KY. Emma Cecilia Busam, OSU, Vice-President/President-Elect, will host the meeting.

August 31 SAA/Women Religious Archives (WRA) Roundtable will meet in conjunction with the SAA Annual Meeting in Washington, DC. WRA Chairperson, Kathryn Callahan, CSC, will conduct the meeting, 4:00 - 6:00 p.m.

The annual ACWR Membership Meeting will also meet during the SAA Annual Meeting in Washington. No definite date/hour has been assigned as yet. For further details, please consult the SAA Annual Meeting Program booklet when it becomes available. Why not plan to join some ACWR members for a luncheon or dinner gathering during the SAA?

Thank you to Outgoing ACWR NEWS Production Editor, Genevieve Shea, SLW

by Mary Serbacki, OSF



Genevieve Shea, SLW
ACWR NEWS Production
Editor 1993-1995

With this edition of the ACWR NEWS we bid adieu to Production Editor, Genevieve Shea, SLW. Genevieve has capably and graciously handled the production and mailing of our ACWR newsletter for the past two years. Her talents in the

areas of layout and design have been put to good use in the five issues of the ACWR NEWS for which she has been responsible. The fine quality of our newsletter is readily apparent to all those who have seen it and we have received many compliments from readers both within ACWR and outside the organization.

Not only has she overseen the physical production of the newsletter, but she has also taken care of mailing the issues to all of us. We thank Genevieve for all her work and the countless hours which she has devoted to producing a newsletter of which she and we can be justifiably proud. We wish you well, Genevieve, as you move on to other endeavors. You've left us a "hard act" to follow!



Anne Courtney, SC, and Edna McKeever, CSJ, stand at the entrance of the IHM St. Mary Center, site of the first ACWR Conference. (Photo: Rita King, SC)

ACWR Officers 1994-1995

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News and Notes from the National Office

by Patricia A. Hodge, RSM

— The final voting on the proposed Bylaw articles (Art. IV, Section A and Art. VII, Section A) were 118 affirmative votes in favor of the revisions as suggested by Rosalie McQuade, CSJP, at the October 1994 annual membership meeting. A total of 125 ballots were received from participating members; one ballot was invalid. This balloting finalized the complete approval of the ACWR Bylaws as presented at the annual meeting in Monroe.

— In advising Sister Andree' Fries, CPPS, President of LCWR, that newly elected LCWR officers would receive complimentary copies of ACWR NEWS, the ACWR Executive Secretary received a letter from the LCWR President who wrote: "Thank you ... for the information on the [ACWR]. I heartily support your organization and am grateful that women religious archivists now have a national professional organization. Congratulations! I will spread the 'good news' ... whenever the occasion arises in LCWR." Thank you, LCWR.

— The background, growth, and current activities of ACWR were the topic of two separate presentations made by Dorothy Dawes, OP, of New Orleans, and Judith Metz, SC, Cincinnati, OH. Dorothy reported on the ACWR to the Greater New Orleans Archivists group at the December 14, 1994 meeting. In pursuing course work in archival education at Wright State University, Judith chose as the subject of her original research the historic background and development of ACWR. Information from the national office proved helpful to each of these regional presenters. It was a pleasure to work with each of them.

— Our gratitude to Marian Voelker, OSF, of Joliet, IL who is the first ACWR member to volunteer to be a mentor for the recently established Internship Program.

Recommended Titles

Copyright Laws for Unpublished Manuscripts and Archival Collections by Robert Cogswell; Roy M. Mersky, General Editor. Glanville Publishers Inc., c. 1992. \$70.00 for SAA members. Order through the Society of American Archivists Publications Dept., 600 S. Federal, Suite 504, Chicago, IL 60605. Phone: 312-922-0141.

Marvels of Charity: History of American Sisters and Nuns by George C. Stewart, Jr. Foreword by Dolores Liptak, RSM. Published by Our Sunday Visitor, Inc., c. 1994, Huntington, IN 46750. \$29.95.

Starting an Archives by Elizabeth Yakel. Published by Scarecrow Press and the Society of American Archivists, c.1994. List \$30.00; SAA Members \$25.00. Order prepaid through SAA Publications Dept. See above for full address.

Submitted by Mary E. Kraft, CSJ: *They Came to Teach* is a unique and important history. It chronicles the coming of women religious to Minnesota, details their pioneer struggles, and records how they began to teach settlers' children. As the state developed and the population grew, the contribution made by women religious also grew and reached a peak in the 1960's when over 2,350 sisters taught in 335 schools. In total, over 7,000 sisters from nine Minnesota-based motherhouses were involved in educating hundreds of thousands of Minnesota children. This nearly 150-year-old tradition is recounted in *They Came to Teach* which includes the names of sisters involved and the names of the parochial schools, and over 130 photographs. *They Came to Teach* is the result of a collaborative project involving the archivists of the different congregations or orders with editors Annabelle Raiche, CSJ, and Ann Marie Biermeier, OSB. The book is \$19.95 and \$3.25 for postage from North Star Press, P.O. Box 451, St. Cloud, MN 65302. (612-253-1636)

Buttner elected (Continued from p.1)

assistance in a supportive atmosphere. Since the education of archivists is a priority, I would like to see the present ACWR mentoring program as well as the sharing of the skills of experienced members continued and expanded.

By participating in the ACWR we hope to be able to discuss our common and particular problems, obtain help in solving them and grow professionally as individuals and as an organization.



ACWR welcomes new members

A most sincere welcome to the following members who joined the organization between mid-June 1994 - February 1, 1995.

Marie Atkinson, OP, NY
Rosemary Borntrager, SP, IN
M. Severina Caron, OSF, MN
Elisabeth Charvet, OSU, MT
Alberta Chelius, OSF, PA
Sabina Collins, OSF, MN
Christine Conaway, CHM, IA
Amelia Dues, OSU, KY
Helen A. Duggan, OP, MI
Janet Marie Egan, SNDdeN, CA
Janet Galliup, SGM, OH
Catherine Gilbride, OSU, OH
M. Aquin Gilles, SDS, WI
Pauline Grady, ASC, MO
Zita Green, OSF, PA
Jolyce Greteman FSPA, WI
Mary Hayes, SNDdeN, DC

Eileen A. Kelley, SP, IN
Elvira Kelley, OSF, IA
Ann Kelly, OSF, NY
M. Remigia Kerschen, ASC, KS
Ann Kessler, OSB, SD
Joann Kessler, OSU, OH
Mary Rose Krupp, OSU, OH
Theresa Lepera, MSC, PA
Mary Denis Maher, CSA, OH
Margaret McGrath, SSL, CA
Edna McKeever, CSJ, NY
Mary Agnes McMahan, OP, OH
M. Joseph Meichelbeck, SSJ, NY
Kathleen Moseley, OSF, IL
Margaret Mary O'Rourke, SBS, PA
Lucy Palm, OSU, Saskatchewan, CAN
Louella Petry, OP, LA
Margaret Phelan, RSCJ, MO
Jeremy Quinn, CSA, WI
Mary Louise Sahn, SFP, OH
Mary Urban Schumacher, OSF, WI
Mary E. Sheridan, RSM, GA
Mary A. Smith, RSM, NY
Mary Agnes Springer, CSJ, IL
Katherine G. Stein, OSU, KY
Victorine Stolz, OSB, SD
Mary Louise Sullivan, MSC, PA
M. Bernard Szeman, SDR, PA
Noemi Tereszkievicz, CSFN, PA
Mary Joan Thompson, RSM, PA
Marita Toenjes, ASC, IL
M. Linda Tonellato, OP, IL
Gertrude Wemhoff, OSB, WA

Mentor guidelines offered

ACWR members wishing to serve as mentor for an intern archivist are asked to submit a one-page statement providing the following information to Patricia A. Hodge, RSM, Executive Secretary, as soon as possible:

1. Name, business address, telephone and fax numbers;
2. A brief description of education and experience;
3. Areas of competence for mentoring;
4. Description of records/archival collections;
5. Length of time for mentoring — one month, two months, etc.;

All travel, housing, financial arrangements will be negotiated between the mentor and the intern in advance. Before the internship begins, the mentor will conduct a telephone interview with the intern.

In memory of
Ann Carroll Stark, SNDdeN
who died in July 1994.
An ACWR member for several years,
Anne was archivist for the
California province of the
Sisters of Notre Dame de Namur.

*"Like pilgrims to the appointed place we tend;
the world's an inn, and death the journey's end."*

John Dryden

Conference Calendar

May 19-20 — "Photographic Collection Management" in Philadelphia, PA. Contact SAA Education Office for details. 312-922-0140.

June 6-10 — "Ethics in Conservation: The Dilemma Posed" in St. Paul, MN. Contact American Institute for Conservation of Historic and Artistic works, 1717 K Street, NW, Suite 301, Washington, DC 20006 Phone 203-452-9545

June 12-23 — "Introduction to Archival Administration," in Atlanta, GA. Contact Dr. Donald Oehlerts, 404-248-1322.

June 18-21 — History of Women Religious Conference, Milwaukee, WI. Contact Florence Deacon, OSF, Cardinal Stritch College, Milwaukee, WI 53217- 3985.

July 6-9 — North American Ursuline Convocation at the Executive Inn, Owensboro, KY. Contact Emma Cecilia Busam OSU, Mount St. Joseph Archives, Maple Mount, KY, 42356-9999 (502- 229-4104)

July 30-August 11 — Western Archives Institute in Pasadena, CA. Contact Nancy Zimmelman, 201 Sunrise Ave. Roseville, CA 95661 (916-773-3000)

Aug. 28-Sept. 3 — Society of American Archivists (SAA) Annual Meeting at Washington Hilton and Towers, Washington, DC. Contact SAA Meeting Services 312-922-0140.

Sept.20-23 — "Museums in Service to Society," in Cincinnati, OH. Contact Esther Hockett, Executive Director, P.O. Box 11940, St. Louis, MO 63112-0040. (314-454-3110)

Oct. 12-15 Second Gathering of Archivists for the regional Communities of the Institute of the Sisters of Mercy of the Americas at Mercy Center, St. Louis, MO. Contact Angelita Heinrich, RSM, 2039 N. Geyer Rd., St. Louis, MO 63131 (314-966-4313 or 4316)

Oct. 19 - 22 — Oral History Association Conference in Milwaukee, WI. Contact Dobson Barnhart, Executive Secretary, Oral History Assoc. Box 3968 Albuquerque, NM 87190-3968.

Happiness is . . .



For Mary Victoria Hayden, SCN, and Anne Francis Campbell, OLM, happiness in October is attending the ACWR conference in Monroe, MI. (Photo: Rita King, SC)



Sisters of the Living Word

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