

# AABC Newsletter

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## Report of Society For Imaging Science & Technology Archiving Conference

*Sue Bigelow, City of Vancouver Archives*

April 20-23, 2004  
San Antonio, Texas

This organization has a number of conferences throughout every year which address a different aspect of imaging science. This was their first conference on archiving, and the full program and abstracts may be found here: <http://www.imaging.org/conferences/archiving2004/>. There were about 150 delegates, nearly all from large institutions such as national archives and libraries from various countries, major universities, and corporations. A working group on Preservation and Policy in the Digital Culture was established at the conference.

There were three days of papers in plenary sessions, and one full day of tutorials which were focussed 2-4 hour classes of 10-15 participants. An interactive poster session began with a "Gong Show"-style oral presentation, wherein each author was given precisely 90 seconds to summarize their poster, and was followed by two hours of informal discussion with the authors in the poster room. In addition, there was an evening lecture by Dusan Stulik of the Getty Conservation Institute on Niepce and the technical examination of the first photograph. Few papers concerned traditional hard-copy media; most were on digital topics. The papers were published as preprints and are available for sale here: <http://www.imaging.org/store/physpub.cfm?seriesid=28&pubid=593>

I attended the lectures and five of the tutorials, which are too many presentations to review individually. Following are summaries of the proceedings, some taken from individual lectures, and others arranged thematically.

### Article Contents

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### PDF/A

The PDF file is attractive as a preservation file format, as it is widely adopted, presents the original appearance of a document consistently, is text-searchable, is platform independent, and may easily be read with free software (1). Although Adobe owns the copyright, they have kept the PDF file specification -- <http://partners.adobe.com/asn/tech/pdf/specifications.jsp> -- as open as possible, allowing anyone to write software to create PDF. PDF currently exists as several backward-compatible versions, and as defined ISO standards designed for specific user groups. For instance, the ISO standard PDF/X is used by the prepress printing industry, and PDF/E is being developed for engineering drawings.

PDF/A is being developed as a standard for long-term preservation, and the expectation is that it will become a standard in early 2005 (2). In its final form, it will be a subset of PDF based on version 1.4, with some features mandatory, some allowed but not required, and some excluded. This standard may be expanded in the future to include other types of content which are now excluded, such as multi-media.

The current draft of the standard may be found here under "Documents for Review and Comment".

<http://www.aiim.org/standards.asp?ID=25013>

Generalized, some of the specifications are:

- the file must be self-contained, without reference to external files
- no multi-media content
- no JavaScript
- fonts must be embedded
- an XMP (Extensible Metadata Platform) metadata stream must be included. This may change before the standard is finished. Metadata may be included beyond what is required in the standard, for instance, we might wish to include the date of creation of the original file. Once conversion tools are available, we need to choose the one which will deliver the metadata elements we require.

## Steganography

After the dinosaur jokes stopped, and once we found out what this meant to the security of our data, nobody laughed. Steganography is the science of concealing data inside other data. Until now this has been used for digital signatures, covert communications, or hiding digital watermarks in image files. The signature could be detected using verification software, communications could be detected only by the intended recipient, and the watermarks can be detected only by the watermark company. None can be seen by anyone viewing the file normally on a monitor. The disturbing advance in this technology is that executable files may now be hidden. This allows viruses to be hidden inside image, audio and video files. Anti-virus software will not detect these viruses until the file has been opened, and then it is too late.

Researchers at the University of Texas at San Antonio have been trying to create steganalysis software (3). Ideally, a digital archives would analyse files before ingest, and the software would separate the 'good' (watermarks) from the 'bad' (viruses) stego files, then clean the viruses from the infected files. Cleaning files is not difficult; detecting the stego is the hard work. Currently, no such software exists. When it does, it will have to be proprietary, as open source software would be a gift to malicious hackers.

Some researchers are concerned with building a more robust stego rather than with its detection. Research is being done into the problem of concealing digital watermarks within image files in such a way that the watermark will not interfere with any future manipulation of the file that might be necessary (4), such as converting to a new file format. Stego data hidden using transform-based steganography is less likely to be detected and to be altered when the image is manipulated.

## Public Education

Several papers mentioned the need for public education. If archives will be acquiring digital objects from public donors, it is in our best interest that the donors know how to take care of these objects and collect the appropriate metadata. If consumer demand exists, industry will create the tools and services to gather metadata automatically, and to migrate and manage files. The most entertaining view of this topic was from two employees of Harvard University Library (5), who attempted to interest the public in digital preservation. They stood in Harvard Yard, on Kiksteps, proselytizing for the cause of digital preservation. They surveyed customers in a camera store to determine their level of knowledge of digital preservation.

They also made the point that accurate metadata is essential, but in memorable ways. They illustrated that "it is easier to bake a pie from a recipe than to make a recipe for a pie", and gave an example of a 'pie' that had to be reverse engineered to create the recipe: The BBC Domesday Book. This was a project undertaken by the BBC to make a

modern-day Domesday Book by collecting information about Britain in 1986, and storing this on videodisc. By 2002, it was nearly impossible to read the discs, and the data structure had to be deciphered in order to preserve the contents. The original parchment Domesday Book from 1086 remains in very good condition in the National Archives. For more on the Domesday Book project: <http://www.ariadne.ac.uk/issue36/tna/>

The complete paper and PowerPoint presentation, as well as nine preservation tips, may be found at: <http://ois.harvard.edu/~lee/preservation/>

## **JPEG 2000**

This file format could become the new standard for master files in image digitization programs. Only Part 1 (the core, file extension JP2 or JPG2) of 12 proposed parts has been published as a standard so far. The drawbacks to immediate implementation are that the format is so new that there are few tools available, viewers are not yet standard within browsers, and specialized software is required to take advantage of the special scalability features of this format. Widespread adoption is eventually expected; the software should be on its way. Proprietary issues will not impede the adoption of the core standard, as it is available royalty- and licence-free. Here is one freeware viewer: <http://www.irfanview.com/> .

Despite the similarity in name, JPEG 2000 is very different from the ubiquitous 'baseline' JPEG (6). Baseline JPEG is compressed using a discrete cosine transform (DCT), whereas JPEG2000 uses wavelet compression. The use of wavelets allows much greater compression of images before a loss of quality is noticeable. With baseline JPEG, a highly-compressed file appears blocky, while a highly-compressed JPEG 2000 image appears to smear or soften in appearance, so that even when compression artifacts become visible they are more subtle. Colour rendition remains excellent in compressed JP2 files.

The format is only available in compressed form, at two compression levels: lossless, which would be suitable for master files, and lossy, which would be preferred for access files. Files served on the web could be very small but of very high quality. In fact, with JPEG2000, it is possible to extract different renditions from the same file. One file could supply a low-quality image suitable for download to a PDA, and an image suitable for web browsing, and an image of very high quality. The images may also be displayed in different sizes, with information taken from just one file, so that a thumbnail and a larger web image could be supplied from the same file.

JPEG 2000 can handle very large files and high bit depth, both of which are becoming more common in archival digitization programs. It also supports XML metadata, presently based on the DIG35 standard for digital cameras, which unfortunately does not contain all the metadata elements desired for scanner-based digitization. Dublin Core metadata could also be used. It is possible to turn existing TIFF files into JP2 files, and extract the metadata from a database and insert it into the file using a script.

Part 3 of the standard is called Motion JPEG 2000 (MJ2) which is suitable for video digitization.

The standard: <http://www.jpeg.org/jpeg2000/>

An implementation, using specialized server software (7):

[http://charlesolson.uconn.edu/Works\\_in\\_the\\_Collection/Melville\\_Project/browse.cfm](http://charlesolson.uconn.edu/Works_in_the_Collection/Melville_Project/browse.cfm)

## **Colour Print Life**

Eastman Kodak studied the endpoint of useful print life from a consumer's point of view (8). Currently, most fading studies are interested in determining how long a colour print may be exposed to light before noticeable fading occurs, allowing institutions to pull prints from display before damage is evident. That endpoint is measured using a densitometer. Kodak's study asked average consumers (not curators!) to evaluate the appearance of a variety of types of colour photographs which showed a range of fading, and to assign to each, one of six categories from "completely acceptable" to "completely unacceptable". They considered the point at which the photographs were thought to be 'just unacceptable' to be the consumer endpoint, and at this point the photographs had faded very noticeably, to a point which would be completely unacceptable for an exhibiting institution. It is possible that future fade testing by researchers outside industry will produce both archival and consumer endpoints.

## Digital Signatures

The U.S. Government Printing Office has traditionally distributed government publications by mail and through a system of 1250 depository libraries throughout the U.S. and its territories. The publications are now also distributed as both ASCII and PDF files through the web site GPO Access: <http://www.gpoaccess.gov/>. Documents available include the Congressional Record, bills before Congress, the Federal Register, and public and private laws. The GPO plans to attach digital signatures and digital watermarks to the PDF versions of these files so that they may still be verified as authentic when they have been distributed beyond the GPO web site (9). A file containing the digital signature may be verified by anyone using a free software tool. The digital watermark is used for verification when the file has been printed. It is invisible, but can be seen using a relatively inexpensive machine, and will be viewable by this machine even when photocopied many times. Neither the signature nor the watermark will be verifiable if the file has been altered in any way. It is likely that the depository libraries will house the machines and provide free verification. The GPO has registered as a source for digital signatures, and will start the process of signing documents soon.

InterPARES -- <http://www.interpares.org/> -- presented a poster on the problem of preserving digital signatures in the long term (10). Digital signatures are encoded using public key/private key cryptography. The message (document to be signed) is altered using one algorithm (the hash function) to create a hash result which is unique to that message. The hash result and the public key are used to create the digital signature, so that the signature is unique to that document. The public key and private key are related mathematically by a second algorithm. Their effectiveness relies on the fact that it is not possible, given today's computational power, to derive that algorithm and compute a private key from a known public key.

InterPARES posits that at some time in the future, this will no longer be true, so the private key and hash function could be computed and a signature forged. It is also possible that the software used to create and verify the signature will not endure. The signature could be used for verification within a certain time frame -- probably many years -- and thus would be useful for document distribution as planned at the U.S G.P.O. The signature could not be guaranteed to authenticate the document as evidence for long-term archival purposes.

The presence of a digital signature should not interfere with the preservation of the digital document, but preservation of a *signed* digital document will be very difficult. Any alteration of the file (to migrate to another format, to insert metadata) will invalidate the digital signature. If the document were migrated to an enduring, standard format (perhaps PDF/A) before signing, it would be less likely to require alteration. InterPARES continues to investigate questions surrounding digital signatures as part of InterPARES 2.

## Tools to Automate Digital Preservation

*Global Digital Format Registry* (11) - <http://hul.harvard.edu/gdfr/>

There are many different file formats now in existence, in multiple versions, and new ones will continue to be defined. Although a MIME type registry now exists, it does not give information in sufficient detail to be useful for digital archives. For example, TIFF/IT, TIFF/EP and GeoTIFF are all defined by MIME as image/tiff. The MIME type registry does not allow for automated interaction, but with huge volumes of files to process, archives will require services to be fully- or semi-automated.

The Global Digital Format Registry (GDFR) will provide both detailed data on file formats, and automated services. It should be useful in the following cases (bullets quoted from [http://www.ifla.org/IV/ifla69/papers/128e-Abrams\\_Seaman.pdf](http://www.ifla.org/IV/ifla69/papers/128e-Abrams_Seaman.pdf)):

- Identification - "I have a digital object; what format is it?"
- Validation - "I have an object purportedly of format *F*; is it?"
- Transformation - "I have an object of format *F*, but need *G*; how can I produce it?"
- Characterization - "I have an object of format *F*; what are its significant properties?"
- Risk assessment - "I have an object of format *F*; is it at risk of obsolescence?"
- Delivery - "I have an object of format *F*; how can I render it?"

The GDFR is being planned and the ad-hoc GDFR working group is seeking funding to develop a plan for a

permanent registry. A proof-of-concept model, FRED (Format Registry Demonstrator) is under development. So far, it has data on PDF, TIFF and XML. No services are yet available. <http://tom.library.upenn.edu/fred/>

### *JHove (12)*

JHove (JSTOR/Harvard Object Validation Environment) is a tool for the identification, validation and characterization of digital objects. It is available free for download, and is written as a Java application, useable on Unix, Windows or OS/X platforms. Separate modules have been created to process each basic type of file; so far 8 have been created, based on the types of files that Harvard was taking into its digital archive (TIFF, GIF, JPEG, PDF, XML, etc). More modules are in development.

JHove may be used in the OAIS model to help create the Submission Information Package and validate objects during ingest. JHove reports the object's Representation Information, output as either text or XML. Much more information is available at: <http://hul.harvard.edu/jhove/jhove.html>

### *Dmart (13)*

Dmart is another tool developed by the Harvard University Library. It is a desktop application which automates the production of metadata for digital audio files. Basic, repeated metadata (such as ownership) may be entered once into a configuration file. Metadata is kept in an associated XML file, using the Metadata Encoding and Transmission Standard (METS). <http://hul.harvard.edu/ois/systems/drs/dmart/current/>

### *DocMorph and MyMorph (14)*

DocMorph is a free service that has been provided by the National Library of Medicine since May 1999. Using a web-based interface, users can convert over 50 types of files to PDF or TIFF, split a multi-page TIFF into single pages, extract text from a file using OCR, or even have text converted to synthesized speech. The files are uploaded to the DocMorph server, and the converted files are delivered within one minute.

<http://docmorph.nlm.nih.gov/docmorph/>

The NLM discovered that there were users who found the web interface too slow. For many people, the time taken to find the file, upload it, wait for the conversion, then download the result to the client computer was too long.

MyMorph was created in 2002 to speed the process. MyMorph is a free program that is downloaded to the client computer and replaces the web interface. It only provides one type of conversion, to PDF, but many files may be converted at once, and it automatically uploads the original file and downloads the converted file. The MyMorph software is not a stand-alone conversion tool: it accesses the DocMorph servers. This allows the latest conversion algorithm to be instantly available to all users. The NLM would like MyMorph and DocMorph to be able to convert files to the upcoming PDF/A standard next.

<http://docmorph.nlm.nih.gov/docmorph/MyMorph.htm>

### *Metadata for Still Images (15)*

While it is agreed that it is important to collect complete metadata during digitization, it is expensive to do so manually. "Automatic Exposure" is an initiative of the Research Libraries Group which is working toward the automation of the acquisition of technical metadata in two ways. First, the initiative will discuss with manufacturers of scanners and digital cameras how their products might capture technical metadata. Second, it will examine existing or new technologies for harvesting metadata to see if they may be applied in a cultural heritage context.

[http://www.rlg.org/en/page.php?Page\\_ID=2661](http://www.rlg.org/en/page.php?Page_ID=2661)

NISO Z39.87-2002 was released in June 2002 as a draft standard for trial use. This standard describes a set of 111 metadata elements, 33 of which are mandatory (or mandatory if applicable). Presently, existing metadata may be captured automatically by scanners or cameras using the TIFF 6.0 file header tags, the EXIF 2.2 tags, and DIG35, which is part of the JPEG2000 file metadata. When compared to the Z39.87 draft standard, these three specifications have perhaps half the metadata elements overall. Ideally, capture devices should record all of the Z39.87 elements automatically, or make manual recording simple and quick.

[http://www.niso.org/standards/standard\\_detail.cfm?std\\_id=731](http://www.niso.org/standards/standard_detail.cfm?std_id=731)

Adobe XMP (Extensible Metadata Platform) is free, open-source technology which can be included in many software products. It extracts metadata, creates an "XMP packet" of metadata described in XML, and inserts this packet into the

file without affecting the integrity of the file. The XMP allows users to define custom metadata element sets, so it will accommodate Z39.87. XMP is already supported in 10 Adobe applications including Photoshop 7.0 and Acrobat 5.0 <http://www.adobe.com/products/xmp/main.html>

## Website Preservation Issues

### *Appraisal and DspaceTM*

The School of Information, University of Texas at Austin (UT-SI), is archiving its own web site (16). Appraisal decisions may be applied to the protocols used by the automated "web-crawler" harvesting software, so that only the desired files are collected. For instance, pages containing proprietary software were not collected due to copyright considerations, and newsletters which were entirely available in hard copy were excluded. The private directories containing personal student and faculty pages were collected but access is restricted due to privacy and copyright concerns. The web site is harvested three times per year or if redesigned, and certain pages, such as News and Events which are updated monthly, are collected more frequently.

DspaceTM open-source software is being used to manage the repository. DspaceTM has been viewed as inadequate for archival collections because of its lack of hierarchical structure. This is being addressed and an alternate structure is in development. Access to the UT-SI collections is by web browser. Restricted access is managed by use of passwords. Plans for future preservation of the web sites are to use metadata to identify file formats which are becoming obsolescent, to migrate them to readable formats, and to store both the original and the newer, accessible version.

### *Web Site Access*

The Library of Congress is collecting web-based materials as part of the MINERVA Project (17). <http://www.loc.gov/minerva/> Access to these collections has been through Wayback Machine software, a version of which is held by the Library. Not satisfied with the search capability of the Wayback software, which provides access through use of the URL only, the Library looked for better discovery methods. They catalogued each site using Metadata Object Description Schema (MODS) and have created an interface that offers both browsing and searching. An example is the Election 2002 Web Archive, <http://lcweb4.loc.gov/elect2002/>.

### *Metadata for 3D Web Images (18)*

Three-dimensional web images are defined as those which can be navigated by rotating, zooming and which may move around the screen. For examples, see [http://www.nature.ca/discover/3dcntr/3dcntr\\_ani\\_e.cfm](http://www.nature.ca/discover/3dcntr/3dcntr_ani_e.cfm) and download the models on the left. 3D images are becoming more prevalent on the web. Popular for educational sites (as above), they are now found on retail web sites, where the customer can inspect the merchandise fully by rotating and zooming in for a closer look.

These images pose a new metadata challenge. There are many file formats and 40 different viewers now in use and more features being offered as companies improve their technology, so the digital objects themselves are not precisely defined. Three metadata schema -- Dublin Core, Visual Resources Association and Art Museum Image Consortium (AMICO) -- were evaluated as suitable models. Dublin Core was the best of the three, but requires customization beyond the basic elements. The four critical metadata elements were thought to be file format, viewers, creator and resolution/voxels.

## Personal Archives

Some people think that digital archiving is -- or should be -- easy, fun and inexpensive. My Life Bits -- <http://www.research.microsoft.com/barc/MediaPresence/MyLifeBits.aspx> -- is an experiment in creating an ongoing archive of a person's life (19). All of one's personal records, ephemera, artworks, photographs and books both written and read are digitized. Commercial video and CD collections are included; even telephone conversations may be digitized. A personal camera - CARPE, Continuous Archival and Retrieval of Personal Experiences -- may be worn as headgear. It takes photographs of whatever is happening at regular intervals, or can record continuous video, even to record every television show watched by the wearer. There will be a CARPE workshop this October: <http://research.microsoft.com/CARPE2004/CARPE2004CFP.pdf> For a presentation on My Life Bits, explaining how

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all the data is to be retrievable, see <http://www.mis.atr.co.jp/uem2003/WScontents/dr.gemmell.html>

## **Cold Storage**

The Smithsonian has had a cold storage facility for photographs since 1982, with active control of relative humidity (20). In a case study on the planning and implementation of this type of storage, the importance of budget development, siting, layout, fire codes, security and the development of standard retrieval procedures was emphasized.

The Bancroft Library of the University of California, Berkeley, has stored their collection of 70,000 cellulose nitrate negatives in a new facility (21). Explosion-proof upright freezers house the negatives, which are packaged using the Critical Moisture Indicator method to control humidity. The freezers are contained within a structure with a two-hour firewall retrofitted in an offsite location, with water sprinklers and an active ventilation system. The construction cost was \$380,000 US.

The Corbis-Bettman Archive, owned by Bill Gates, consists of 3 million photographs, in a variety of black and white and colour processes. It is being moved into an underground, fully climate-controlled vault in order to stop its deterioration (22). During the move from an old building in New York City to the Iron Mountain/National Underground Vital Records Facility in Pennsylvania, the vault temperature will be 7.2°C. After the move has been completed, the temperature will be lowered to -20°C. The relative humidity will be actively controlled, and will remain a constant 35%. Storage at this extremely low temperature has been estimated to add approximately 2,000 years to the life of the colour materials beyond the expected life when stored at refrigerated temperatures. For more, see:

<http://www.wilhelm-research.com/subzero.html>

For those of us with smaller budgets than Bill Gates, there is a cheaper alternative. Frozen storage can be achieved by storing photographs in sealed cabinets within an ordinary walk-in freezer (23). Mat board and silica gel provide passive control of the relative humidity. See <http://www.wilhelm-research.com/subzero.html> for various articles. This system is in use at the City of Vancouver Archives and is described, along with other cold storage methods for photographs, in the new publication from the Canadian Council of Archives:

<http://www.cdncouncilarchives.ca/presinfo.html>

## **Digital Archives Systems**

### *LOCKSS (24)*

Stanford University is developing the LOCKSS (Lots Of Copies Keep Stuff Safe) system as an inexpensive way to preserve web-based academic journals. It utilises hard disks for many reasons. They are considered to be the cheapest storage and backup medium when the savings of automated audit and repair of the copies is taken into account; they are robust; they have a high data density; they are expected to expand in capacity and decrease in price; and they can be used simultaneously as both storage and access media.

The LOCKSS system connects hard disks belonging to multiple libraries through a secure peer-to-peer network. The system collects content by crawling academic publisher's web sites (with their permission), it makes that content accessible to browsers, and preserves the content by the bitstream to the other copies of the same bitstream in order to verify its integrity and repair errors. The loss of an entire hard drive may be restored through the network. Ultimately, the content will be migrated from the old file formats to new ones. After four years of development, eighty libraries throughout the world are partners in this project. <http://lockss.stanford.edu/>

### *Distarnet (25)*

Distarnet is a strategy for preservation of digital content based on the replication of resources within participating institutions. It is similar to LOCKSS in that it involves redundant storage utilising peer-to-peer connections. In the Distarnet plan, a number of institutions agree to collaborate. Ideally, they should be geographically separated. Each institution has enough storage capacity for the digital files required by all the institutions, and this storage constitutes a 'node' in the system. When an institution puts information onto its storage, that information is copied onto the nodes of the other institutions. The information is sent using the Distarnet protocol, which is a peer-to-peer system based on Internet protocols. Data privacy is ensured by the use of public key /private key encryption. If one node is lost due to some catastrophic event, it may be rebuilt from the information at the other nodes. The proof of concept has been

successful but there has not been a larger implementation.

<http://www.distarnet.ch/>

### *UVC*

In the Universal Virtual Computer (26) (UVC, or Universal Virtual Machine) method of digital preservation, the original bitstream is archived along with a decoding program that is written to interpret that bitstream on standard UVC software. In the future, it is intended that the UVC software will still exist and run, and therefore the bitstream will be readable. Archivists will have to build an interpreter for the UVC so that it will run on future machines, but will not have to migrate all their files, or build emulators for every existing software. Proponents of this system believe that it will entail far less work than migration or emulation and that rendering of the original file should be closer to the original intent.

The Koninklijke Bibliotheek (KB, National Library of the Netherlands) is using the UVC system for the digitized images in its e-Depot deposit service (27), which is a repository for electronic publications. A decoding program has been developed for JPEG and one for TIFF is planned. They would prefer to develop a decoder for PDF files but that is much more complicated so they are starting with JPEG and can convert PDF files to JPEG for future rendering if necessary. This work is still considered experimental.

[http://www.kb.nl/kb/resources/frameset\\_kb.html?kb/menu/ken-arch-en.html](http://www.kb.nl/kb/resources/frameset_kb.html?kb/menu/ken-arch-en.html)

### *VERS (28)*

The Victorian Electronic Records Strategy (VERS) is a system that has been created to preserve the records of the Victorian State Government for the long term. So far, it has been applied to e-mail and word-processing documents, with plans to scale the system to include other types of records. The proof-of-concept project was completed in 1998, and a pilot in the Department of Infrastructure has been successful. A large digital archive has been planned and funded and will be built over the next year, so that broader implementation may be achieved.

The VERS standard involves the conversion of records to an appropriate preservation file format of either TIFF or a clearly-defined version of PDF which resembles PDF/A. The converted file and the original bitstream are bundled with XML metadata. Finally, a digital signature is attached to the bundle as a guarantee of integrity and authenticity. The resultant product is known as a VERS Encapsulated Object (VEO).

The major lessons learned in the planning and deployment of the pilot were discussed. Although it is legally mandated that digital records transferred to the Public Records Office of Victoria must conform to the VERS standard, those overseeing the program are still concerned with making VERS fit into the business structure of government offices, in making the process as simple and automated as possible for the users, and in being able to provide the users with files in a useful format.

<http://www.prov.vic.gov.au/vers/>

### *JSTOR (29)*

JSTOR is an electronic archive of academic journals. It has been centralized to eliminate the need for individual libraries to create the infrastructure to preserve these publications; costs are shared by supporting institutions. The importance of redundancy in preservation is recognized, and it is planned that multiple copies of the archive will exist.

The approach that JSTOR is taking to preserve journals involves several separate initiatives. As many journals are still published in both print and electronic editions, JSTOR is working with libraries to ensure the preservation of geographically-separated, non-use copies of the print editions. JSTOR also digitizes paper editions to create electronic access to the information, having converted over 13.4 million pages to both images and ASCII files. The digital archive itself requires a preservation strategy, which is being addressed by their E-Archive, an entity separate from JSTOR.

Preservation of born-digital journals is complicated by the multitude of formats used for publishing; the variety of other associated content, such as audio, video or dynamic content; and the need for the functionality of links and searches. Research into system design and the development of a business model is underway. A discussion of the critical components for any digital archive, which would be of interest to any institution contemplating this objective, concluded the paper.

<http://www.jstor.org/>

There were many more presentations and posters. A few glimpses:

*The Cybercemetery* (30), the final resting place for defunct web sites. <http://govinfo.library.unt.edu/>

*Minds of Carolina* (31), a project to preserve the unpublished papers of faculty at the University of North Carolina. <http://www.ibiblio.org/minds/>

*Digital Consulting and Production Services* (32), through which Cornell University Library has become a digitization resource for the entire university. <http://dcaps.library.cornell.edu/>

As a result of the success of this conference, a second one is being planned for next year, probably in the Washington, D.C. area.

### Notes

Unless otherwise stated, notes refer to papers or posters published in *Final Program and Proceedings of IS&T's 2004 Archiving Conference*, The Society for Imaging Science and Technology, Springfield, VA, 2004.

1. James King, *Introduction to the Insides of PDF*, Tutorial T6 delivered at IS&T Archiving Conference.
2. Stephen L. Abrams, Stephen P. Levenson, *PDF/A: An Electronic Document File Format for Long-Term Preservation*.
3. Sos S. Agaian, Benjamin M. Rodriguez and Ronnie R. Sifuentes, *Steganalysis Using n-Pixel Comparison*.
4. Eric A. Silva, *The Best Transform in the Replacement Coefficients and the Size of the Payload Relationship Sense*.
5. Sue Kriegsman and Lee Mandell, *Digital Archiving Without Preservation is Just Storage: Education is the First Step to Achieving Preservation Goals*.
6. Robert Buckley, *JPEG-2000 for Image Archiving*, Tutorial T7 delivered at IS&T 2004 Archiving Conference.
7. James S. Janosky, Rutherford W. Witthus, *Using JPEG2000 for Enhanced Preservation and Web Access of Digital Archives - A Case Study*.
8. David J. Oldfield and John Paul Twist, *Assessment of the Current Light-Fade End-Point Metrics Used in the Determination of Print Life: Part II*.
9. Judy Russell, *Preservation and Authentication of Government Information: Are We Ready for the 21st Century?*
10. Jean-François Blanchette, *The Digital Signature Dilemma: To Preserve or not to Preserve*.
11. Stephen L. Abrams, David Seaman, *Global Digital Format Registry*.
12. Stephen Chapman, Stephen L. Abrams, *Steering Resources to Safe-Harbour Repositories: The need for Reliable, Accurate and Affordable Ingest Services*.
13. Ibid.
14. Frank L. Walker and George R. Thoma, *A Web-Based Paradigm for File Migration*.
15. Günter Waibel and Robin L. Dale, *Automatic Exposure: Capturing Technical Metadata for Digital Still Images*.
16. Anne Marie Donovan, Maria Esteva, Patricia Galloway, Addy Sonder, and Sue Trombley, *Archival Appraisal, Websites and DspaceTM*.

17. Abigail M. Grotke, *Creating Access Points to Thematic Web Collections*.
18. Elise Lewis, *Recommendations for Metadata Standards for 3D Images on the Web*.
19. Gordon Bell, Jim Gemmel and Roger Leuder, *Some Implications of Storing Everything Personal*.
20. James H. Wallace, Jr, *A Case Study - Twenty Years Experience at the Smithsonian Institution: The Planning and Operation of a Cold Storage Facility for Photographs*.
21. Loren C. Pignolo, *Low-Temperature Storage of Nitrate Still Film: A Case Study and Model*.
22. Henry Wilhelm, *High-Security, Sub-Zero Cold Storage for the PERMANENT Preservation of the Corbis-Bettman Archive Photograph Collection*.
23. Mark McCormick-Goodhart and Henry Wilhelm, *The Design and Operation of a Passive Humidity-Controlled Cold Storage Vault Using Conventional Freezer Technology and Moisture-Sealed Cabinets*.
24. David S.H. Rosenthal, Mema Roussopoulos, TJ Giuli, Petros Maniatis, Mary Baker, *Using Hard Disks for Digital Preservation*.
25. Lukas Rosenthaler and Rudolf Gschwind, *DISTARNET - A Distributed Archival Network*.
26. Raymond A. Lorie, *Preserving Digital Documents for the Long-Term*
27. Hilde van Wijngaarden, Erik Ottmans, *Digital Preservation and Permanent Access: The UVC for Images*
28. Howard Quenault, *VERS: Building a Digital Record Heritage*.
29. Eileen Gifford Fenton, *Preserving Content: A Case Study of a Multi-Faceted Approach*.
30. Cathy Nelson Hartman, *The Cybercemetery: Prolonging Usable Afterlife*.
31. Helen R. Tibbo and Paul Jones, *Minds of Carolina*.
32. Oya R. Rieger, *Implementing a Digital Imaging and Archiving Program: Technology Meets Reality*.

Attendance at the Society for Imaging Science and Technology Archiving Conference and Tutorials was funded by The Canadian Council of Archives Professional Development and Training Program, and the City of Vancouver Archives

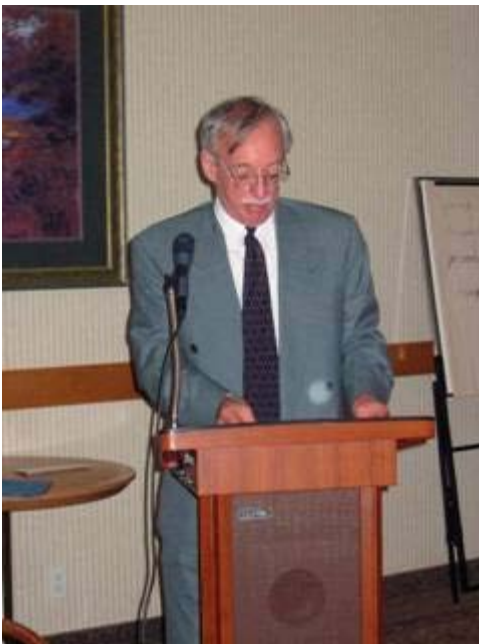
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# AABC Newsletter

Volume 14 No. 2 Spring/Summer 2004

## AABC Conference

*Lisa Codd, 2004 Conference Program Collective*



The 2004 AABC conference in North Vancouver April 23 and 24 started with a reception in the sunny room that normally serves as North Vancouver Archives reference room. However it probably does not normally house the many delicious tidbits and excellent conversationalists (i.e., archivists you know and love) on appearance that evening. This luxurious theme continued with a banquet the following evening which featured a fabulous meal, a delightful presentation, and a performance by the local folk group *Fraser Union* that had everybody tapping their feet and listening with rapt attention. And the sessions and workshops? They were also a treat; please read on to find out all about them.

The conference theme was acquisitions. Francis Mansbridge of the North Vancouver Museum & Archives made arrangements for the conference to be held at the Holiday Inn, with a pre-conference workshop held at the Presentation House Theatre Lobby.

Vancouver City Archivist Reuben Ware set the tone for the conference at the opening plenary. His talk, titled *Archival Acquisition: Waist Deep in the Revenue Stream* reminded us of the challenges of acquisitions in an era of shrinking resources and market-forces that drive up the value of collections while making it difficult to establish the value of the work of archivists. This talk proved to be a touchstone throughout the conference, and was repeatedly referenced in sessions and in informal conversations.

Concurrent sessions on Friday morning included one session focusing on private sector policy legislation and its impact on archival acquisitions, and a second on records management as an acquisitions strategy. A workshop on archival appraisal in a museum setting was also held Friday morning, taught by AABC Education Advisor Linda Wills. After lunch a second workshop was offered: Ian Forsyth of Simon Fraser University provided an informative and thorough session on administering Freedom of Information and Protection of Privacy Law in B.C. Public Sector Archives. Meanwhile, other delegates enjoyed a walking tour of historic Lower Lonsdale with tour guide Isaac Vanderhorst. The banquet on Friday evening featured an address by Francis Mansbridge on his experience being both an archivist and historian while writing his recently published book, *Launching History: The Saga of Burrard Drydocks*. Following Francis' presentation attendees were entertained by the folk music of Fraser Union.

Concurrent sessions on Saturday morning included presentations by MAS students, and a second session on fundraising and the



financing of acquisitions. A highlight of the second session was a presentation by Maureen Dolyniuk who traveled from Winnipeg to offer insight into the agreement that funds the archive's management of the Hudson's Bay Company Archives. The morning wrapped up with a round-table discussion on acquisitions strategies that allowed people to exchange information and consider steps that could be taken at the provincial level to overcome challenges of acquisitions. After lunch the Annual General Meeting of the AABC was held, and the conference concluded.

This year's conference programmes committee did not elect a chair: the conference collective included Susan Hart of

the Government of British Columbia's Corporate Records Management Branch, Lois Enns of the West Vancouver Archives, Deidre Brocklehurst of Crofton House School Archives, Anthea Seles of the Vancouver Archdiocese, and Lisa Codd of the Langley Centennial Museum. Francis Mansbridge chaired the Local Arrangements Committee, with help from his co-workers at the North Vancouver Museum and Archives and Lois Enns.

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# AABC Newsletter

Volume 14 No. 2 Spring/Summer 2004

## The Terry Reksten Memorial Fund

Founded in honour of the late Terry Reksten, well known British Columbia historian, the Fund annually offers an award of \$600 to a Community Archives in British Columbia to assist in the endeavour of acquiring, preserving, indexing or disseminating information on archival documentary heritage of British Columbia in the broadest sense of the word. The award is administered by the Friends of the British Columbia Archives.

Eligibility Criteria are:

1. The Archives must be open to the public 8 hours a week or more
2. The Archives shall have three or fewer paid employees
3. No Archive is eligible to receive moneys from the fund in two consecutive years.

The winner for 2003 was the Bulkley Valley Historical and Museum Society. Their project was to encapsulate some of their more fragile maps so that they could allow access to researchers while protecting the valuable collection for future use.

Applications for the 2004 grant will be received until June 30<sup>th</sup>. Please outline your project/need in not more than half a page and provide details of eligibility. Submit to:

Friends of the British Columbia Archives – Grants Committee

c/o B.C. Archives  
675 Belleville St  
Victoria, B.C.  
V8W 9W2

or by e-mail to: [ragreene@telus.net](mailto:ragreene@telus.net)

The winner will be chosen and announced in September. The successful applicant will be required to provide notification on completion of the project, and if possible a short report for the Friends of the BC Archives Newsletter.

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## News From Victoria

*Gary Mitchell, Provincial Archivist*

Spring is definitely present, the signs of it are everywhere. Archivists and archival institutions, like gardeners preparing the earth for the new plantings, are changing the look of the archives.

At the National, Provincial and Territorial meetings this past weekend, several new initiatives were revealed. The Saskatchewan government has tabled a new archives act and Québec has announced that the Archives nationales du Québec and Bibliothèque nationale du Québec will be integrated. Funding for the Canadian Council of Archives and for ARCHIVES CANADA (formerly CAIN) were also issues of high discussion.

The provincial and territorial archivists strongly affirmed their support for the Canadian Council of Archives while acknowledging that changes will be needed to ensure its leadership role in our community is strengthened. I think it is safe to say that future funding for the national programs and ARCHIVES CANADA remains cloudy as the future of Canadian Heritage and some of its funding programs undergo federal audit. That being said, there is a commitment from my provincial and territorial colleagues that stronger ties to the CCA and its general assembly are needed and are welcomed.

Within British Columbia, we, at the BC Archives, continue to broaden out access to the RBCM's information holdings and to explore new avenues of communications within the Living Landscapes program. A new web site approach is being worked on with a renewed "look and feel" being implemented in the fall.

In closing, I would like to acknowledge two fine archivists who have retired from public service and the archives: Jerry Mossop and Walter Meyer zu Erpen.

Jerry Mossop contributed 33 years of service to the provincial archives, mainly in the audio-visual and photographic collection and as the first administrator for CAAP and CAAT. Without Jerry's professionalism and patience, the CAAP and CAAT program would not have survived its infancy.

Walter Meyer zu Erpen was one of the key players behind the introduction of web technology as an access tool and was the manager responsible for the Vital Statistics project being online. In his twenty years, his vision and drive helped bring this institution into the 21st Century.

I sincerely hope that both enjoy a long and productive retirement; their dedication and efforts have made the documentary heritage of our province more accessible to us and for our children.

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## Oral History Digitization Project

*Lisa Codd, Langley Centennial Museum*

Thanks to funding from a BC Digital Collections grant, the Langley Centennial Museum has just completed a project to digitize its oral history collection. This initiative helps improve care of the collection, while making interviews more accessible to the public.

To complete the digitization, every tape was played, and converted into a digital sound recording not unlike a music CD. Each recording was then divided into individual tracks – just like songs on a music recording. Each track covers a separate topic within the interview, so researchers can listen to an entire recording, or just fast-forward to a specific topic. An item level description for each interview has been created and posted in a searchable database on the Museum's website to help researchers locate specific topics of interest. The description includes a comprehensive index to the recording.

The oral history collection consists of over 200 interviews with Langley residents. The first tapes were recorded in the 1970s by Donald Waite when he was researching his history of Langley, *Langley's Story*. The Museum has been collecting interviews ever since with the most recent interviews recording the stories of local veterans.

The recordings are a rich source of information about local people and events. The museum staff noticed the tapes were under-utilized by researchers, likely because they were not indexed. Now, a researcher can use the database to do a keyword search to locate the specific information they want.

These digital recordings are available for listening to on CD at the Museum by appointment. A detailed index of each interview is now available on a searchable, on-line database on the Museum's website at [www.langleymuseum.org](http://www.langleymuseum.org). This database is the latest addition to the website, which already includes searchable databases of the museum's art and artifact collections, historic photographs, and the cemetery records of the Township of Langley. The searchable databases are an important part of the Museum's goal of making its resources accessible to the community. With over 3,000 visitors per month, the website is proving to be an important tool for providing access to historic information.

Museum Curator (and archivist) Lisa Codd would be pleased to share information about the project, and can be contacted at [lcodd@tol.bc.ca](mailto:lcodd@tol.bc.ca), or by phone at 604-888-3922. She has posted technical information about the project on the website for people who are interested. Lisa is also working on a study of oral history in British Columbia, and appreciates the many people who responded to her survey. She will soon be distributing the results.

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## New Travel Subsidy Guidelines

*Jane Turner, Education Committee Chair*

The Education and Advisory Service has experienced substantial cuts to its service during the last two years. This has resulted in the Travel Subsidy Fund being reduced from \$7,000 two years ago to \$2,000 for the coming year.

To better enable this limited fund to be dispersed as widely and fairly as possible, the executive has approved the following guidelines at its January 2004 meeting:

**Members can only apply to the Travel Subsidy Fund for attendance at full day workshops. Subsidies will not apply to the conference, or half-day workshops held during the conference.**

Members can only apply for a maximum of \$100 per person for each workshop. This can be used for costs for accommodation (maximum \$50/night) and/or travel.

Members must submit original receipts for accommodation, gas or fares, accompanied by the Travel Subsidy Form.

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# AABC Newsletter

Volume 14 No. 2 Spring/Summer 2004

## New AABC Executive

**President:** *Christine Meutzner*

**Contact Information:** Nanaimo Community Archives  
150 Commercial Street, Lower Level CIBC Arts Center  
Nanaimo, BC V9R 5G6

(w) 250-753-4462 (telephone/fax)

email: [nca@nanaimo.ark.com](mailto:nca@nanaimo.ark.com)

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**Vice- President:** *Anthea Seles*

**Contact Information:** Roman Catholic Archdiocese of Vancouver  
150 Robson Street, Vancouver, BC V6B 1A7

(w) 604-683-0281, ext. 302

(h) 604-269-2673

email: [aseles@rcav.bc.ca](mailto:aseles@rcav.bc.ca)

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**Treasurer:** *Jian Liu*

**Contact Information:** College of Physicians and Surgeons  
1406 – 7275 Salisbury Avenue, Burnaby, BC V5E 4E1

(w) 604-733-7758

email: [jian@cpsbc.ca](mailto:jian@cpsbc.ca)

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**Secretary:** *Linda Nobrega*

**Contact Information:** 3757 Wakefield Court, Burnaby, BC V5G 3T8

(h) 604-434-9364

email: [linda\\_arquivista@yahoo.ca](mailto:linda_arquivista@yahoo.ca)

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**Institutional Member at Large:** *Krisztina Laszlo*

**Contact Information:** Museum of Anthropology Archives  
6393 NW Marine Drive, Vancouver, BC V6T 1Z2

(w) 604-822-1946 (MOA = Mon-Wed)

(w) 604-822-0001 (Belkin Art Gallery = Thurs-Friday)

(h) 604-730-6926

email: [klaszlok@interchange.ubc.ca](mailto:klaszlok@interchange.ubc.ca)

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**Individual Member at Large:** *Siôn Romaine*

**Contact Information:** Apt. #6 - 5300 24<sup>th</sup> Avenue NE, Seattle Washington, 98105 USA

(h) 206-729-0447

email: [sionromaine@hotmail.com](mailto:sionromaine@hotmail.com)

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# AABC Newsletter

Volume 14 No.2/3 Spring/Summer 2004

## President's Message

*Erwin Wodarczak, AABC President*

This is my last message to you as AABC President. As usual I will focus on events from the past three months. For an overview of events from the rest of 2003/04, please see the President's Report in the Annual General Meeting package.

### **AABC News**

Things have been relatively quiet since my message in the winter issue of the Newsletter. Much of the Association's focus has been on preparations for the 2004 AABC Conference and Annual General Meeting. The conference's theme is "How Does Your Archives Grow?" -- Archival Acquisition in an Era of Restraint". Based on the sessions described in the preliminary programme, it promises to be an interesting conference. Thanks to the Local Arrangements and Programme Committees for putting it all together -- especially considering that both committees were established relatively late and only began work in November.

Speaking of the Newsletter, the AABC Executive has decided to initiate a trial period of providing this publication exclusively in an on-line format. The Executive felt that the \$4000 annual cost of printing and mailing paper copies of the Newsletter was not a prudent use of our limited funds, especially considering the near-ubiquitous availability of Internet/Web access. The trial period will be for one year, at the end of which time the Executive will consider the response from the membership to this initiative and decide whether to make the shift to an electronic format permanent.

Also, Siôn Romaine has generously agreed to wear another hat on behalf of the Association. In addition to serving as our Individual Member-at-Large, as of this issue he will be Newsletter Editor. On behalf of the AABC I would like to thank Siôn for taking on this additional role, as well as Leslie Field for agreeing to remain as Technical Editor. Finally, thanks to our departing editor, Bob Edwards, for shouldering the editorial tasks for the past two years.

This is also the time of year that our contractor agreements are renewed for the coming year. You will be pleased to know that Rosaleen Hill (Preservation Service Coordinator), Bill Purver (Network Service Coordinator), Linda Wills (Education and Advisory Service Coordinator), and Karen Blimkie (Financial Manager) have all agreed to continue working for the AABC through 2004/05. I expect that they will continue to provide their usual outstanding service to both the AABC and B.C.'s archival community.

### **CCA News**

Matters relating to the AABC's relationship with the Canadian Council of Archives have taken up a great deal of our attention in recent months. As most members should know by now, the federal government is in the process of carrying out a complete review of all its grant programmes, including those administered by the CCA. This evaluation is necessary as part of Treasury Board's new policy, initiated in 2000, that all federal programmes must be reviewed by March 31, 2005. If a programme is not evaluated by then, or if the evaluation is unfavourable, it will not be renewed.

The preliminary evaluation, focussing on CCA's Grants and Contributions programme to-date, was due to be completed by March 31, 2004. A second process will examine the future of the programme -- due to be completed in the fall of 2004, the CCA and the Canadian archival community should know then if the programme will be renewed in 2005. A parallel review process is also being undertaken for the Canadian Archival Information Network (CAIN), or Archives Canada as it is now known.

As part of this process the CCA had to prepare a thorough case for continued funding for Canadian archives. A survey for institutions and provincial/territorial councils was launched in December -- as President I completed the survey on behalf of the AABC. I hope that all institutional members also took part in the survey. The more responses CCA receives, the more they will be able to show the federal government that we (archives and archivists) serve more than just our immediate community -- we are the keepers of Canada's history. As always, I encourage both institutional and individual members to canvas researchers and other clients for support, and to write their MPs and MLAs in support of funding for archival programmes.

The AABC was contacted in January in connection with the CCA evaluation, and several key members of the Association were interviewed about our Control of Holdings, CPCAR, and CAIN grants from the past three years. In addition, as AABC President I was contacted in February by Arthur Rabinovitch of Consulting and Audit Canada regarding the CAIN evaluation. Specifically, AABC was selected as one of several organizations that received funding from CCA for CAIN projects to serve as a more in-depth case study as part of that evaluation. The case study consisted of two questionnaires, focussing on AABC's CAIN grants and their objectives and impacts, which I completed and submitted.

### ***2004/05 Nominations***

This also the time of year when the Nominations and Elections Committee beats the bushes in search of new Executive members and committee chairs for the coming year. While the Nominations Chair Jennifer Mohan and I were able to find Executive members for most of the positions, they were unable to find someone willing to serve as President. As our current Vice-President will soon be returning to school and unable to serve her 1-year term as President, we are in the unusual position of having to find somebody willing to act as President without first serving an "apprenticeship" as Vice-President. Also vacant is the Chair of the Public Awareness, Advocacy and Legislation Committee. In particular I invite members who have not served on the executive or as a committee chair before to accept this challenge. There are executive members already in place (Treasurer and Individual Member At Large) who have experience and are ready to welcome new volunteers. Also, members who have taken advantage of any of the services offered by the AABC, or those who want AABC to continue to promote archives and the archival profession in BC, should also consider stepping forward.

The vacant posts of Secretary, Institutional Member-at-Large, and Chairs of the Consitution and By-Laws Committee have been filled by Linda Nobrega, Krisztina Laszlo and Melanie Hardbattle respectively.

### ***Thanks and Good-bye***

In my first President's Message last summer, I noted that the year to come promised to be "interesting", both personally and for the AABC. As I prepare to step down, I think my prophecy has come true in many ways -- and will continue to do so. I have my colleagues on the Executive -- Christine Meutzner, Lisa Beitel, Kathy Bossort, Jian Liu, and Siôn Romaine -- to thank for their hard work, patience, and good humour at our meetings and in our frequent e-mail correspondence. Special thanks go to Christine, who as Vice-President took over my executive liaison duties while I was on parental leave. The AABC's contractors -- Bill Purver, Rosaleen Hill, Linda Wills, and Karen Blimkie -- also deserve thanks (from all of us) for jobs well done. Our committee chairs, regional representatives, and volunteers in all areas are also to be commended for their hard work and enthusiasm. Working for the AABC is not always easy, but it is worth it. Good-bye and good luck to you all.

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# AABC Newsletter

Volume 14 No.2/3 Spring/Summer 2004

## Executive Minutes

18 January 2004

Location: Gulf of Georgia Cannery -- Board Room -- Steveston, B.C.

**Present:**

**Erwin Wodarczak**, President

**Christine Meutzner**, Vice President

**Lisa Beitel**, Secretary

**Jian Liu**, Treasurer

**Siôn Romaine**, Individual Member-at-large

**Kathy Bossort**, Institutional Member-At-Large

**1. Approval of Agenda:** Approved

Erwin Wodarczak called the meeting to order at 3:15 pm.

**2. Approval of Minutes of 1 December 2003 Meeting**

Pending edits identified by Christine Meutzner, approved by Kathy Bossort, seconded by Christine Meutzner.

**3. Business Arising**

**3.1 CCA Christmas Card**

Lisa Beitel reported that the CCA sent a Christmas card to the AABC, care of Lara Wilson. Lara has forwarded the card to Lisa to be included with the Executive minutes.

**3.2 Western Councils Joint Meeting**

Lisa Beitel presented her report from the Western Councils Joint meeting that was held on December 8, 2003 in Edmonton (see attached). At this meeting she gave a presentation on the status of the AABC and participated in the development of a funding proposal that was sent to the CCA Board requesting federal government support for archives programs, training and grant opportunities. The outcome of this report is pending and Lisa will keep the Executive apprised of any developments.

As a positive way to build political support, the AABC has decided to follow other provincial associations that require grant recipients to write a letter of appreciation to their local MP and MLA when they first receive their grant funding and then a second follow-up letter at the completion of the grant.

***Action:** Kathy Bossort (Grants Committee Chair) will draft a letter on behalf of the Executive to local MLA and MP recognising 2004 AABC grant recipients. As part of the grant recipient information packages, Kathy will add that institutions are also required to write a letter to their local MP and MLA regarding their grant project.*

### **3.3 Contractor/Task Force to Assess the AABC**

Kathy Bossort presented a proposal outlining the purpose, activities and end results of a Task Force to assess the AABC. With some minor revisions, the Executive agreed that this document should be forwarded to the Regional Reps. and Committee Chairs for their comments. If there is support from this level, then the proposal will be posted to the AABC website with an advertisement for task force members and then further discussed in a round-table forum at the upcoming conference.

***Action:** Kathy Bossort will prepare a final version of the proposal and send it to the Executive. Erwin Wodarczak will then forward it to the Committee Chairs and Siôn Romaine will forward to the Regional Representatives for comment.*

### **3.4 AABC Membership Fees**

Erwin Wodarczak presented a list of proposed membership fee increases. Compared to other local professional associations, the AABC membership fees are less and a slight raise in fees will help meet rising costs that the AABC is incurring. With each new and renewed membership, members should be made aware as to the benefits of their AABC fees. The Executive agrees that this should be discussed in further detail with the entire membership and will be added to the AGM agenda.

***Action:** Erwin Wodarczak will prepare a report on the membership figures to be presented at the AGM. Lisa Beitel will contact the Membership Committee and see if they will prepare a document on membership benefits that can be included with the 2004 membership renewal forms.*

### **3.5 Electronic Approval of Executive Minutes**

Lisa Beitel reported that the practice of electronically approving Executive minutes in order to expedite their posting to the website is working okay. If there are any topics that an Executive member wishes to discuss in further detail (or in person), the approval of the minutes will be delayed until discussion at the next Executive meeting.

### **3.6 Land Conservancy -- Membership Package**

Christine Meutzner reported that she has reviewed the membership package for the Land Conservancy and does not think that membership with this type of organization fits our mandate.

### **3.7 2003 Archives Week Proclamation**

Erwin Wodarczak reported that the Archives Week Proclamation has been scanned and forwarded to Bob Edwards for inclusion in the on-line newsletter. On behalf of the AABC, Erwin also wrote a letter of thanks for Minister George Abbott.

### **3.8 BC Historical News Archives Column**

Erwin Wodarczak reported that he is currently working on writing an article for the BC Historical News "Archives column" and will submit it by the January 31, 2004 deadline.

### **3.9 Executive Position Nominations For 2004/2005**

Erwin Wodarczak reported that he is still working with Jennifer Mohan in order to find someone who would be willing to serve as AABC President for 2004-2005.

### **3.10 CCA Survey**

Erwin Wodarczak reported that he completed and sent off a copy of the CCA survey on behalf of the AABC, noting that a final version of the survey would be forthcoming to the CCA after completion of three questions with Executive input. In order to answer the outstanding financial questions in part 1, it was decided to use this year's budget figures as a guideline.

*Action: Erwin Wodarczak will complete the remaining financial questions and Kathy Bossort will look through the grant files to see if they are any other helpful financial figures. Once completed, Erwin will send off a revised version of the survey to the CCA.*

### **3.11 AABC Fund Raising Report**

Erwin Wodarczak presented a report prepared by Carrie Eirene Stevenson and Barb Towell entitled "Developing a Fundraising Program for the AABC". If the Task Force proposed earlier in the meeting (item 3.3) is eventually struck, this report will be forwarded to them for consideration.

Christine Meutzner moved for a vote of thanks for both their hard work and the report prepared by Carrie and Barb. Seconded by the Executive.

### **3.12 Committee Annual Report Deadline**

Lisa Beitel reported that in preparation for the upcoming AGM, she will be contacting the Regional Reps and Committee Chairs requesting year-end reports by February 20, 2004. Lisa will be contacting the Conference Committee and as in years past, will try to co-ordinate the mailing of the AGM package with the conference registration package in early March.

## **4. President's Report**

### **4.1 Darryl Evans, BC Freedom of Information and Privacy Association**

Erwin Wodarczak reported that he sent a thank you letter to Darryl Evans of the BC Freedom of Information and Privacy Association for arranging the recent workshop and for providing a reduced registration rate for the AABC that Bob Stewart was able to take advantage of.

### **4.2 FOI Public Hearings**

Erwin Wodarczak reported that he forwarded an invitation from the Victoria FOI Committee to the AABC list-serve about upcoming public hearings in Vancouver from January 20-22, 2004 regarding recent changes to the FOI Act.

*Action: Erwin Wodarczak will contact Lara Wilson and Richard Dancy regarding the status of the Act and inquire if it is appropriate for the AABC to submit something during the public hearings.*

### **4.3 CCA Program Review**

Erwin Wodarczak reported that a Review Committee from the CCA will be contacting current and past members of the AABC Executive and a select number of AABC member institutions to discuss the CCA grant process. The results of these interviews will be included in the overall CCA review that is currently underway.

### **4.4 Canadian Historic Places Initiative Booklet**

Erwin Wodarczak reported that the AABC mailbox received a booklet on Canada's Historic Places Initiative.

## **5. Treasurer's Report**

Jian Liu presented the November 30, 2003 and December 31, 2003 Financial Statements and reported that all budgets from these statements are on schedule for the year.

### **5.1 Term Deposit Rates**

Jian reported that \$20,000.00 has been put into a 1 year term deposit (cashable Dec. 2004) at an interest rate of 2.25%. The remaining AABC funds have been put into a 30-day cashable term deposit with 1% interest rate.

### **5.2 General Fund Draft Budget For 2004/2005**

Jian presented a draft budget for the General Fund as prepared by Karen Blimkie. Jian explained that the draft budget is based on last year's budget with some minor changes. These changes include a reduced amount in revenue from "Workshop Fees" due to the decreased service level by AABC's Education Advisory Services program, a reduction in budget for each regional representative, and an addition of a budget item for Archives Week. Christine and Lisa also inquired into the Newsletter Production costs and how this amount (\$4,000) could be reduced if the newsletter went entirely electronic.

*Action: Lisa Beitel will add discussion of newsletter costs/change to an electronic version of the newsletter to the upcoming AGM agenda.*

### **5.3 Director's Insurance Policy 2004/2005 Renewal**

Jian presented a report on the status of the Director's Insurance policy that is currently up for review (the expired 2003 policy has been extended to January 23, 2004 to cover this renewal period). Jian informed the committee that the current insurance carrier has twice indicated that AABC can not be offered the same policy as it had in the past two years because of changes to our financial standing due to provincial funding cuts and the spending of our revenue for the fiscal year 2003-2004. Instead, AABC has been offered a package that is more expensive but has limited insurance as compared to past years. Karen Blimkie and Jian are negotiating with our current Insurance Company in an attempt to have AABC covered under the same policy for the upcoming year. Jian explained that if the insurance carrier could change its decision to maintain the 2003 coverage for AABC for the upcoming year, that would be great. If not, Jian asked if the Executive wishes to shop around and get quotes from other insurance agencies.

*Action: Jian Liu and Karen Blimkie will keep negotiating with our current Insurance Company to see if they will maintain the 2003 coverage for a minimal rate increase. Jian and Karen have been given Executive approval to contact other insurance companies to get rate quotes.*

### **5.4 Travel Subsidy Funds**

Jian reported that Karen Blimkie was inquiring about the division of the remaining Travel Subsidy funds to 2003 conference applicants who only received 75% reimbursement.

*Action: Lisa Beitel will contact Jane Turner and Karen Blimkie and confirm that after all applications are processed from the Privacy workshop in January 2004 any remaining Travel Subsidy funds will be redistributed to conference applicants.*

## **6. Committee and Program Reports**

### **6.1 Education**

Christine Meutzner presented two reports from Linda Wills: Education and Advisory Service December 2003 Report and Education and Advisory Service Quarterly Report: October - December 2003. See attached reports.

Christine also presented Jane Turner's recommendations for 2004/2005 Travel Subsidy Guidelines. Specifically, in order to fairly disburse the \$2,000 in funds (expected to be cut 40% from this year's amount of \$5,000) Jane

proposed: 1. subsidies would only apply to full day workshops (not half day workshops); 2. members could only apply for a maximum of \$100 per workshop (used to reimburse for both accommodation or travel).

These guidelines would provide approximately 20 members with assistance. If approved, Jane would like to circulate these guidelines to members with the conference registration package so that members understand the changes before they make plans to attend the conference and/or workshops. The Executive agrees that these are fair guidelines for the division of Travel Subsidy funds.

***Action:** Christine Meutzner will inform Jane Turner that the Executive has approved of the proposed changes to the Travel Subsidy guidelines.*

## **6.2 Grants**

Kathy Bossort presented a report on the adjudication of the 2004-2005 Control of Holdings Financial Programme applications. Twelve institutions were recommended for funding and will be sent to the CCA for final adjudication. These institutions will be notified by letter shortly. See attached report.

Post adjudication (grants and all programs) there is \$418.72 left from the total amount of CCA funding. Kathy Bossort submitted a recommendation to allocate this money back to ANS Special Projects. Motion approved by Christine Meutzner and seconded by Kathy Bossort.

## **6.3 Membership**

Lisa Beitel reported that Jana Buhlman and Marnie Burnham are concerned about the costs spent on the producing and mailing a hard-copy version of the 2004/2005 Membership Directory as they have since received emails regarding contact information changes and applications from new members who are now not included in the directory. They propose that the option of an electronic version of the directory be discussed at the upcoming AGM.

***Action:** Lisa Beitel will add this topic to the AGM agenda and talk to Bill Purver regarding the requirements for setting up an electronic membership directory on the AABC website.*

## **6.4 Conference**

Christine Meutzner reported the Conference Committee has placed a call for papers on the AABC website and are actively working on session and local arrangements planning. Erwin Wodarczak reported that on behalf of the AABC, he has written a letter to Iona Campagnolo inviting her to attend the conference.

## **6.5 Internet**

Christine Meutzner presented Bill Purver's report on AABC website statistics comparing April-December 2002 to 2003 that show website hits are up by 63,250. See attached report.

## **6.6 Preservation**

Siôn Romaine reported that Rosaleen Hill has put forth a request to host a CCA workshop on Magnetic Media, with final confirmation and details to follow.

## **6.7 PAAL**

Christine Meutzner stated that there is nothing to report at this time.

## **6.8 Newsletter Editorial Board**

Christine Meutzner reported that she will be talking to members of the Newsletter Editorial Committee to see if anyone is interested in serving as Editor.

## **6.9 Regional Representatives**

Siôn Romaine stated that there is nothing to report at this time.

## **6.10 Constitution and Bylaws**

Lisa Beitel stated that there is nothing to report at this time.

## **7. Other Business**

None at this time.

## **8. Adjournment**

The next Executive meeting is scheduled for Sunday, February 15, 2:00 pm - 5:00 pm at the Gulf of Georgia Cannery Boardroom, Steveston.

Kathy Bossort moved to adjourn the meeting. Siôn Romaine seconded. Motion carried.

Meeting adjourned at 6:00 pm.

## **EXECUTIVE BOARD MINUTES**

**15 February 2004**

Location: Gulf of Georgia Cannery -- Board Room -- Steveston, B.C.

### **Present:**

**Erwin Wodarczak**, President

**Christine Meutzner**, Vice President

**Lisa Beitel**, Secretary

**Jian Liu**, Treasurer

**Siôn Romaine**, Individual Member-at-large

### **Absent:**

**Kathy Bossort**, Institutional Member-At-Large

### **1. Approval of Agenda:** Approved

Erwin Wodarczak called the meeting to order at 2:45 pm.

### **2. Approval of Minutes of 18 January 2004 Meeting**

Pending comments from Kathy Bossort, approved by Erwin Wodarczak, seconded by Siôn Romaine.

### **3. Business Arising**

#### **3.1 Contractor/Task Force to Assess the AABC**

Erwin Wodarczak reported that there was mixed feedback from the Committee Chairs and Regional Reps regarding the formation of a Task Force. A number commented on the feasibility of finding members to sit on the Task Force or felt that many of the proposed issues to be studied by the Task Force had already been identified through past joint meetings and last year's conference roundtable. Based on this feedback, the Executive has

decided that the Task Force will not be formed. However, the Executive feels that some of the proposed Task Force goals could be transferred to the new Executive for action.

Lisa Beitel moved a vote of thanks to Kathy Bossort for preparing an outline and proposal for the Task Force. Seconded by Erwin Wodarczak.

### **3.2 Travel Subsidy Funds**

Erwin Wodarczak reported that he has confirmed with Jane Turner that there is \$440.00 left in the 2003/2004 Travel Subsidy fund. This money will be split proportionately between the 2003 conference subsidy applicants who received a reduced refund.

### **3.3 AGM Package Mailout**

Lisa Beitel reported that she has contacted all of the Committee Chairs and Regional Reps and requested that year-end reports be submitted to her by Friday, February 20. She is currently working on the AGM package and will be participating in a joint mailout with the Membership and Conference Committees on March 6, 2004 that will include the AGM package, conference registration package, and membership renewal forms.

*Action: Lisa Beitel will circulate the AGM Agenda to the Executive for final approval once items are finalized.*

### **3.4 Newsletter Format and Budget**

Christine Meutzner proposed that the newsletter format be switched to electronic format as the mailing and printing of the hardcopy newsletter is a budget item that costs \$4000.00 per year. The Executive agrees that an electronic newsletter is the most cost efficient and proposes that it should be run for a trial period of 1 year (4 issues) and that the upcoming March 15, 2004 edition should include an insert letting the membership know about the trial period that will start with the next newsletter. Comments regarding the format change can be directed to the Newsletter Editor or the Executive, and at the end of the trial period, the format will be decided. Christine also proposed that the newsletter budget for 2004/2005 be reduced from \$4000.00 to \$500.00 to cover any administrative expenses of the Newsletter Committee.

**Action:** Christine Meutzner will contact Bob Edwards and will ask him to include an insert regarding the electronic format trial period in the March 2004 newsletter.

### **3.5 Contractor's Agreements**

Erwin Wodarczak reported that he, together with programme committee chairs, has been working on the renewal of the AABC's contractors' agreements. Karen Blimkie has been sent a new contract for her signature, while new contracts with Linda Wills, Bill Purver and Rosaleen Hill are still to be finalized.

### **3.6 Executive position nominations for 2004/2005**

Erwin Wodarczak reported that he is still working with Jennifer Mohan in order to find replacements for the outgoing Executive members.

### **3.7 CCA Update from Lara Wilson**

Lisa Beitel presented a CCA update from Lara Wilson. At this time the CCA is still working on tabulating the Archives survey and the CCA Board has received and is reviewing the "What the West Wants" report. Lara will be travelling to Ottawa in March to participate in the adjudication of the CCA grants. In light of the recent Auditor General's report concerning the status of Canadian archives, museums and heritage sites, Lara recommends that the AABC write a letter supporting the ACA and CCA responses to the Minister of Heritage and Prime Minister.

*Action: Erwin Wodarczak will draft a letter from the AABC supporting ACA and CCA responses and after Executive approval, will send it to the Minister of Heritage and the Prime Minister.*

## **4. President's Report**

### **4.1 Canadian Heritage Grant Adjudication Guidelines**

Erwin Wodarczak reported that he received a copy of the 20 points used by Canadian Heritage to adjudicate the 2004 grants. The criteria is based on an expansion of the CAIN guidelines with more emphasis on marketing and sustainability.

### **4.2 CCA Survey - Executive Interview**

Erwin Wodarczak reported that the CCA contacted past president Heather Gordon to discuss AABC funding and program history. Heather deferred the interviewer to Erwin Wodarczak as the current president to answer financial questions but Erwin was never contacted by the CCA.

### **4.3 Heritage Week Posters**

Erwin Wodarczak reported that the Heritage Week posters sent to the AABC were successfully distributed to AABC members through a first-come-first serve basis via the list-serve.

### **4.4 Conference Invite to Lt. Governor**

Erwin Wodarczak reported that he received a letter from the Lt. Governor's office declining attendance at the upcoming AABC conference in April due to scheduling. Christine Meutzner has informed the Conference Committee of her response.

### **4.5 BC Historical Federation Conference**

Erwin Wodarczak reported that the AABC has received a conference registration package and workshop information for the upcoming BC Historical Federation conference that will be held in Nanaimo in May. The Conference Committee has asked Erwin to forward this information to the AABC membership.

*Action: Erwin Wodarczak will post a message regarding the conference to the AABC list-serve and include appropriate links to the BC Historical Federation conference website.*

## **5. Treasurer's Report**

Jian Liu reported that Karen Blimkie is currently working on the January 2004 financial statements and they will be sent out to the Executive electronically on February 20.

Jian and Karen have negotiated renewal of the Director's Insurance Policy so that the AABC has comprehensive coverage for one year at a cost of \$1800.00. This policy will expire on January 12, 2005 and at that time the Executive will have to decide to stay with the same company or to shop around and find a new insurance company.

Jian has contacted all of the Regional Reps and has confirmed that none of them have any reimbursements to send in for the 2003/2004 committee year (the budget allows for \$100 per Representative).

*Action: Jian Liu will prepare a final budget for Executive approval and present it at the next Executive meeting.*

## **6. Committee and Program Reports**

### **6.1 Education**

Christine Meutzner stated that there is nothing to report at this time.

## **6.2 Grants**

Lisa Beitel reported that the Grants Committee sent out letters to the CCA grant applicants informing them of their adjudication results. Kathy Bossort has sent off the successful applications to the CCA in Ottawa for final adjudication in March.

## **6.3 Membership**

Lisa Beitel reported that the Membership Committee is preparing membership renewal forms for the upcoming joint mailout on March 6.

Lisa contacted Bill Purver regarding the possibility of setting up an electronic Membership Directory that would be available on the AABC website. Bill has identified a number of issues and costs that would have to be considered including new server software; new hardware; security/firewall concerns; and finding/hiring someone to maintain the directory electronically and handle password maintenance. With these concerns identified, the Executive feels that it is not a sound decision to go ahead with setting up an electronic membership directory on the website at this time.

## **6.4 Conference**

Christine Meutzner reported that conference planning is coming along smoothly and has assisted Francis Mansbridge with some questions regarding the banquet. The Executive has confirmed that there are no planned special presentations at the banquet dinner this year.

Christine has confirmed that Barb Towell will present the fundraising report prepared by herself and Carrie Stevenson at the Roundtable scheduled for April 24.

Christine presented the 2004 Conference Budget as prepared by the Conference Committee. They have requested a slight increase in conference registration fees - \$5 for all categories (based on last year's price) and a \$25 increase in the 2 day non-member fee. Christine Meutzner moved to accept the proposed budget as presented, seconded by Lisa Beitel.

***Action:** Christine Meutzner will let the Conference Committee know that their budget and fee increase has been approved and that Barb Towell will be making a presentation on the Fund Raising report during the Roundtable session at the conference.*

## **6.5 Internet**

Christine Meutzner stated that there is nothing to report at this time.

## **6.6 Preservation**

Siôn Romaine reported that Dorothy Lawson and Rosaleen Hill are working on the Preservation Committee year-end report. Rosaleen will be attending the CCA Preservation meeting in Ottawa at the end of February and asked the Executive to forward her any ideas for preservation research as this will be discussed at the meeting.

## **6.7 PAAL**

Christine Meutzner stated that there is nothing to report at this time.

## **6.8 Newsletter Editorial Board**

Christine Meutzner reported that she has talked to members of the Newsletter Editorial Committee and there is no one interested in serving as Newsletter Editor. Siôn Romaine has agreed to take on the role of Newsletter Editor

for one year and will be talking to Bob Edwards, Chris Hives and Bill Purver regarding past and present newsletter procedure and the possibility of moving towards a pdf version.

Erwin Wodarczak moved a vote of thanks to Siôn Romaine for taking on the role of Newsletter Editor. Seconded by Jian Liu.

### **6.9 Regional Representatives**

Siôn Romaine stated that there is nothing to report at this time.

### **6.10 Constitution and Bylaws**

Lisa Beitel stated that there is nothing to report at this time.

## **7. Other Business**

None at this time.

## **8. Adjournment**

The next Executive meeting is scheduled for Sunday, April 18, 1:00pm - 4:00pm at the Gulf of Georgia Cannery Boardroom, Steveston.

Siôn Romaine moved to adjourn the meeting. Erwin Wodarczak seconded. Motion carried.

Meeting adjourned at 4:45 pm.

## **EXECUTIVE BOARD MINUTES**

**18 April 2004**

Location: Gulf of Georgia Cannery -- Board Room -- Steveston, B.C.

### **Present:**

**Erwin Wodarczak**, President

**Christine Meutzner**, Vice President

**Lisa Beitel**, Secretary

**Kathy Bossort**, Institutional Member-At-Large

### **Absent:**

**Jian Liu**, Treasurer

**Siôn Romaine**, Individual Member-at-large

## **1. Approval of Agenda:** Approved

Erwin Wodarczak called the meeting to order at 1:10 pm.

## **2. Approval of Minutes of 15 February 2004 Meeting**

Approved by Erwin Wodarczak, seconded by Christine Meutzner.

## **3. Business Arising**

### **3.1 AGM Schedule**

Lisa Beitel presented the schedule for the upcoming AGM and the Executive reviewed their responsibilities for the meeting. Christine Meutzner will make sure that the meeting stays on schedule between 1:30pm - 3:30pm.

### **3.2 Bury Media - Request for Membership Information**

Lisa Beitel reported that after consultation with the Executive, Jana Buhlmann (Membership Chair) responded to Bury Media that it is not a policy of the AABC to provide the contact information of its members for the purpose of solicitation, and that our membership has not provided consent for the use of their contact information for purposes outside those of the Association. The Executive agreed that if there are further requests for member information, the party will be forwarded to institutional contact information that is available via BCAUL.

### **3.3 Fundraising Report**

Erwin Wodarczak reported that he will be presenting the Fundraising Report prepared by Carrie Eirene Stevenson and Barb Towell at the AGM. Erwin will provide a sign-up list so that interested people can receive an electronic copy of the full report.

The Executive also agreed that unsolicited reports sent to the Executive should be sent to the relevant AABC Committee/Committee Chair for comment and committee approval before formal submission to the Executive.

## **4. President's Report**

### **4.1 AABC Contractor's Agreements**

Erwin Wodarczak reported that contracts have been renewed for 2004-2005 with Karen Blimkie, Linda Wills, Bill Purver and Rosaleen Hill.

### **4.2 CCA Review**

Erwin Wodarczak reported that the AABC was chosen as a case-study for the on-going CCA review. Erwin completed a detailed electronic questionnaire sent by Arthur Rabinovitch, but found that it was difficult to answer some of the questions because the survey had been designed for archival institutions not a provincial association. In his response, Erwin expressed appreciation for CAIN funding, the impact of funding to the AABC, and how the change in CAIN funding criteria effected BC applications.

### **4.3 AABC Support for Auditor General's Report**

Erwin Wodarczak reported that on behalf of the AABC he drafted a letter supporting the CCA's response to the recent report by the Auditor General. After review by the Executive, the letter was sent to the to the Minister of Heritage and cc'd to Paul Martin and Fred Farrell at the CCA.

### **4.4 CCA Grant Status**

Erwin Wodarczak reported that he received an email from Ottawa regarding the successful adjudication of the 2004/2005 BC submissions for CCA grant funding. Erwin has since informed the applicants and noted that the CCA will be contacting some institutions for further clarification regarding their applications.

#### **4.5 Invitation to attend ACA Roundtable**

Erwin Wodarczak reported that the AABC Executive has received an invitation to attend a roundtable on archival advocacy that is going to be held at the upcoming ACA conference in Montreal. At this time no one from the Executive will be attending the ACA conference.

#### **4.6 Canadian Customs and Revenue Agency "Roadshow"**

Erwin Wodarczak reported that the AABC mailbox received an information package for the upcoming Canadian Customs and Revenue Agency "Roadshow" that will be having sessions on Registered Charities.

*Action: Erwin Wodarczak will forward information about the "Roadshow" to Karen Blimkie.*

#### **4.7 AABC Program Year End Reports**

Erwin Wodarczak reported that he has received a copy of the 2003/2004 Network Services Final Report as prepared by Heather Gordon and Bill Purver for submission to the CCA. Erwin has contacted Jane Turner and Dorothy Lawson for their program year-end reports that will be submitted to the CCA by the end of April.

#### **4.8 Direct Access & Gaming Funds**

Erwin Wodarczak reported that he and Jian Liu received an email from Karen Blimkie regarding a 2004 application for gaming funds. Karen has reviewed the application guidelines and feels that an application this year would be unsuccessful because our reserves are too high.

#### **4.9 Membership Fee Increase Proposal Report**

Erwin Wodarczak presented a proposal for increasing 2005/2006 membership fees (see attached). His report outlined two proposals 1) an across the board fee increase for all membership categories and 2) a proportional increase of fees based on member income. The Executive supports the first proposal and Erwin will prepare a final proposal document that will be included in the conference packages.

**Action:** Erwin will present the proposal for consideration at the upcoming AGM.

### **5. Treasurer's Report**

On behalf of Jian Liu, Lisa Beitel presented the January 31, 2004 and February 29, 2004 financial statements (see attached).

Lisa Beitel presented the final version of the 2004-2005 General Budget for approval by the Executive (see attached). Christine Meutzner moved to accept the budget (with revisions noted as of March 24, 2004). Seconded by Erwin Wodarczak.

### **6. Committee and Program Reports**

#### **6.1 Education**

Christine Meutzner presented the Education and Advisory Service Year End Report April 2003-March 2004 prepared by Linda Wills (see attached).

Christine reported that she has informed Jane Turner that her recommendation to increase the fee of the on-line distance education course was approved by the Executive.

Christine reported that Linda Wills will be leading a workshop on Archives at the upcoming BC Historical Federation conference. The BCHF conference committee is concerned that they might lose conference attendees because Val Hughes has scheduled Linda to lead an AABC workshop the following day. The BCHF has asked if handouts from the AABC workshop will be made available to BCHF conference attendees. The Executive agrees that this is appropriate for this one-time request and will make sure that an AABC copyright notice is added to the bottom of the handouts.

***Action:** Christine Meutzner will write a letter to Val and Linda reminding them that the AABC tries to work with other organizations in regards to scheduling workshops and other events. Christine will ask Linda Wills to forward copies of the AABC workshop handout so that they can be made available at the BCHF conference.*

## **6.2 Grants**

Kathy Bossort reported that the status of the CCA grants has been now been adjudicated (see comments in President's Report).

## **6.3 Membership**

Lisa Beitel presented the Membership Committee report prepared by Jana Buhmann (see attached). The Executive discussed the recommendations put forth by the Membership Committee regarding the applications for Institutional Membership. The Union of BC Indian Chiefs Resource Centre (UBCIC) has been approved for Institutional Membership and the Membership Cmt. has suggested that they work with the Education Archivist to develop an appraisal and processing plan. The submission by the Anglican Synod of the Diocese of BC Archives was not complete and thus not approved for membership at this time. Linda Wills will be working with them to revise their application for future re-submission.

## **6.4 Conference**

Christine Meutzner reported that the Local Arrangements Committee and the Program Committee are busy completing final details for next week's conference.

## **6.5 Internet**

Christine Meutzner presented the Fourth Quarter Report (January 2004-March 2004) for the Archival Network Service Program as prepared by Bill Purver (see attached).

## **6.6 Preservation**

Siôn Romaine, executive liaison for the Preservation Committee, not being present, Erwin Wodarczak noted that there was nothing to report at this time.

## **6.7 PAAL**

Christine Meutzner stated that there is nothing to report at this time.

## **6.8 Newsletter Editorial Board**

Erwin Wodarczak reported that Leslie Field has agreed to continue as Technical Editor. The Newsletter will be published in electronic form only for a one-year trial period. Leslie will do the HTML coding while Siôn Romaine will convert the newsletter to PDF for the website.

## **6.9 Regional Representatives**

Erwin Wodarczak reported that he has received a letter from Sister Margaret Cantwell resigning as Regional Representative for the South Vancouver Island Region. Erwin will inform Siôn Romaine of the open vacancy.

## **6.10 Constitution and Bylaws**

Lisa Beitel stated that there is nothing to report at this time.

## **6.11 Nominations**

Erwin Wodarczak reported that he has been working with Jennifer Mohan to secure nominations for the following outstanding positions: President, Vice-President, Secretary and PAAL Chair. Interested candidates have been found for Institutional Member At Large and Chair of the Constitutions & Bylaws Committee.

## **7. Other Business**

None at this time.

## **8. Adjournment**

The in-coming Executive will schedule the next Executive meeting after the AGM.

Erwin Wodarczak moved to adjourn the meeting. Christine Meutzner seconded. Motion carried.

Meeting adjourned at 3:40 pm.

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## British Columbia Archival Network News

### Links to Full Finding Aids from BCAUL

Several institutions have recently asked about providing links to full, online finding aids from descriptions on the BC Archival Union List. Over 900 BCAUL descriptions now provide such links through the use of a url on the "Online Finding Aid" line of a displayed description.

Institutions have mounted their finding aids on the web in different ways, the most common being in html or pdf format on their own server or on the AABC server. Another approach, used by the City of Vancouver Archives and Trinity Western University Archives, has been to provide a link to a filter view of a particular fonds on their online institutional databases.

Some examples:

Link to html-formatted finding aid mounted on an institutional server:

**Philip and Helen Akrigg fonds** (UBC Archives) -- [aabc.bc.ca/access/aabc/archbc/display/UBCARCH-89](http://aabc.bc.ca/access/aabc/archbc/display/UBCARCH-89)

Link to pdf-formatted finding aid mounted on the AABC server:

**Dr. R.A. Palmer fonds** (BC Medical Association Archives) -- [aabc.bc.ca/access/aabc/archbc/display/BCM-1332](http://aabc.bc.ca/access/aabc/archbc/display/BCM-1332)

Link to filter view of a fonds on an online institutional database:

**City Corporate Services fonds** (City of Vancouver Archives) -- [aabc.bc.ca/access/aabc/archbc/display/CVAN-627](http://aabc.bc.ca/access/aabc/archbc/display/CVAN-627)

For more information about this feature of the BCAUL, people are asked to contact Bill Purver ([bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)), the AABC's BC Archival Network Coordinator.

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## New and Notable on the Web

### 1. Kitimat Centennial Museum Web Site and Online Image Galleries

The Kitimat Centennial Museum web site has recently been redesigned, with galleries of historical images depicting the development of the smelter and town of Kitimat and of the Kitimat-Kemano Project. This impressive new site is accessible at: [www.kitimatmuseum.ca](http://www.kitimatmuseum.ca).

### 2. United Church of Canada BC Conference Archives

Bob Stewart and the amazing Archie the Archives Wonderdog have recently launched their new and improved United

Church BC Conference Archives web site. This comprehensive site provides access to: holdings descriptions; information about reference services; records management guidelines; a virtual exhibit/photo gallery documenting the history of the United Church of Canada Marine Missions on the Central Coast of BC; historical articles on the United Church in BC and St. Lawrence (the patron saint of archivists); and conversations between Bob and Archie (and their evil twins) on the meaning of archives and the archival enterprise. The new site is accessible at: [www.bc.united-church.ca/archives/](http://www.bc.united-church.ca/archives/).

### 3. Alberta InWord -- the Alberta Provincial Digitized Documents Database

"Alberta InWord", the Archives Society of Alberta's provincial database of digitized documents, has recently been launched as an integrated file on the Archives Network of Alberta (ANA) system. The database contains item or file/volume level descriptions, with links to digitized representations of pages and documents, and provides contextual links to descriptions of the fonds or collection of which they are a part. The Archives Network of Alberta has been developed with generous funding from the Alberta provincial government. The database is accessible from the ANA home page at: [www.archivesalberta.org/general/database.htm](http://www.archivesalberta.org/general/database.htm).

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### British Columbia Archival Union List -- New Descriptions on the Database

Archives in the province are reminded that new and revised BCAUL descriptions should be submitted to the BC Archival Network Service Program. For more information on the various ways submissions can be made, people are asked to contact Bill Purver, BCANS Coordinator, by phone (604-876-9150), by fax (604-876-9850) or by email ([bpurver@aacbc.ca](mailto:bpurver@aacbc.ca)).

The following are new or revised descriptions recently submitted and added to the *British Columbia Archival Union List* at [aacbc.ca/aacbc/bcaul.html](http://aacbc.ca/aacbc/bcaul.html):

#### British Columbia Archives:

John Dean fonds  
Provincial Archives of British Columbia fonds  
Martin James Vander fonds  
Legislative Assembly of British Columbia fonds  
Bowen Island School District fonds  
Admiralty fonds  
Denman Island School District fonds  
Pilot Bay School District fonds  
Sandon School District fonds  
Vancouver Resources Board fonds  
Premier of British Columbia fonds  
Dept. of Marine and Fisheries fonds  
Ministry of Lands, Parks and Housing fonds  
Post Office Department fonds  
Vera Hance fonds  
Lew M. Parry fonds  
Columbia Coast Mission fonds  
A.D. Kean fonds  
A.C. Lincoln fonds  
Grant Productions Ltd. fonds  
Allan Hatch De Wolf fonds  
William Alexander George Young fonds

## **City of Richmond Archives:**

Richmond Gateway Theatre fonds  
City of Richmond fonds

## **City of Vancouver Archives:**

Coast Grain and Feed Company Ltd. fonds  
Keith Winterbottom fonds

## **City of Victoria Archives:**

City of Victoria fonds

## **Kelowna Centennial Museum:**

Dick Parkinson photographic collection  
Mary Pratten School of Dance photographic collection  
Frank Buckland photographic collection  
Monty DeMara photographic collection  
Erskine Burnett photographic collection  
Leonard Leathley photographic collection  
City of Kelowna photographic collection  
Kelowna Rotary Club fonds  
Kelowna General Hospital fonds  
Kelowna Aquatic Association fonds  
R.F. Parkinson Memorial Committee fonds  
Kelowna Boat Racing Association fonds

## **Langley Centennial Museum:**

Langley Seniors Resources Society fonds

## **Quesnel and District Museum and Archives:**

Milburn Lake Social Club fonds

## **Saanich Pioneers' Society Museum and Archives:**

East South Saanich School fonds  
John Dean fonds  
Keating School fonds  
North Saanich Debating Club fonds  
Saanich Canning Company fonds  
Saanich Pioneers' Society fonds  
South Saanich School fonds  
South Saanich Temperance Society fonds  
West Saanich Hall Committee fonds  
West Saanich School fonds

## **South Peace Historical Society Archives:**

Naomi Arnott photo collection

## **University of Victoria Archives:**

BC Project Research Group fonds

## **Vancouver Maritime Museum:**

Norman Hacking fonds

Edward Crawford Swank fonds

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# **Guide to Archival Repositories in British Columbia -- Recent Updates**

The following is information recently updated on the AABC's online directory, *A Guide to Archival Repositories in British Columbia* ([aabc.bc.ca/aabc/bcguide.html](http://aabc.bc.ca/aabc/bcguide.html)):

### **1) City of Vancouver Archives**

New contact: Reuben Ware , Director, Records and Archives Division

### **2) Anglican Diocese of British Columbia**

New web site: <http://bc.anglican.ca>

### **3) University of British Columbia Library Rare Books and Special Collections**

New email address: [gbrandak@interchange.ubc.ca](mailto:gbrandak@interchange.ubc.ca)

### **4) Vancouver Public Library Special Collections**

New contact: Kate Russell , Special Collections Librarian

New phone number: (604) 331-3781

New email address: [katherus@vpl.ca](mailto:katherus@vpl.ca)

New hours of operation: Monday to Thursday, 10 am - 9 pm ; Friday and Saturday, 10 am - 6 pm ; Sundays (Sept-May), 1 pm - 5 pm (restricted access)

### **5) Oliver and District Heritage Society Archives**

New web address: <http://royal.okanagan.bc.ca/newsletr/v6n1/omuseum.html>

### **6) Chase and District Museum and Archives**

New email address: [chasemuseum@cablelan.net](mailto:chasemuseum@cablelan.net)

### **7) Cortes Island Museum and Archives**

New email address: [mileton@oberon.ark.com](mailto:mileton@oberon.ark.com)

New mailing address: General Delivery, Manson's Landing, B.C. V0P 1K0

### **8) Saanich Archives**

New web address: <http://www.gov.saanich.bc.ca/visitor/archives.html>

### **9) United Church of Canada British Columbia Conference Archives**

New email address: [bstewart@bc.united-church.ca](mailto:bstewart@bc.united-church.ca)

New web site: <http://www.bc.united-church.ca/archives/>

## 10) Simon Fraser University W.A.C. Bennett Library Special Collections and Rare Books

New contact: Eric L. Swanick , Head, Special Collections

New phone number: (604) 291-4626

New email address: [eswanick@sfu.ca](mailto:eswanick@sfu.ca)

## 11) Kitimat Centennial Museum

New web site: [www.kitimatmuseum.ca](http://www.kitimatmuseum.ca)

## 12) Union of BC Indian Chiefs Resource Centre

New phone number: (604) 684-0241

New fax number: (604) 684-5726

New web address: <http://www.ubcic.bc.ca/library.htm>

## 13) Craig Heritage Park Museum and Archives

New name for sponsoring body: Parksville & District Historical Society

New email address: [d69hs@island.net](mailto:d69hs@island.net)

## 14) White Rock Museum and Archives

New contact: Tom Anderson , Archivist

New email address: [whiterockmuseum@telus.net](mailto:whiterockmuseum@telus.net)

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## British Columbia Archival Network Service - Contact Information

Archives or archivists wishing to submit new information for any of the AABC's web resources, including new or revised descriptions for the *BC Archival Union List* and the online *Guide to Archival Repositories in BC*, should contact Bill Purver at the BC Archival Network Service program (Phone: 604-876-9150 ; Fax: 604-876-9850 ; Email: [bpurver@aabc.bc.ca](mailto:bpurver@aabc.bc.ca)).

For more information about the program, people are asked to consult the BC Archival Network Service homepage at [aabc.bc.ca/aabc/bcans.html](http://aabc.bc.ca/aabc/bcans.html).

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# AABC Newsletter

Volume 14 No. 2 Spring/Summer 2004

## AABC Education and Advisory Service

*Linda Wills, AABC EAS Contractor*

With provincial archival funding cuts and the possibility of federal funding cuts looming, small archives are between a rock and a hard place when it comes to finding extra money for special projects. As I travel here and there through the province visiting both community and private archives, the subject of fundraising always arises. Many small archives have no core funding, while others just get by with minimal funding for one part-time staff member. They have tried the garage and bake sale route; they have sold raffle tickets until potential customers run at the sight of yet another ticket for an aluminum boat or a quilt. The windfall of a bequest can't be counted on and the profits from selling copies of your photographs are just turned around to buy archival supplies.

So what is an archives to do in this financial climate? Turn to your own town and try your local foundations, clubs, and citizens.

Fundraising can be an art and fundraisers soon realize that those people or clubs with money don't want to donate amorphous amounts without any strings attached. They don't want to pay for wages and they don't want to pay for projects without a product that they can see or use.

As well as working for the AABC as Education and Advisory archivist, I also work at the Greater Vernon Museum and Archives. As archivist there, I embarked on a fundraiser - \$700 for new steel shelving. I contacted every board member still alive (we have been in existence since 1955), explained what I wanted to buy, included a catalog picture, and asked them to donate \$50 to purchase one shelf. I promised them their own small plaque on the shelf they purchased. The response was overwhelming! The board members were not accustomed to being asked for such a small amount and many of them bought more than one shelf. I reached my total of \$700 in three weeks and had a shelf-warming reception in the archives as a thank-you.

The next project for approximately the same amount of money was directed towards one of the local Rotary Clubs. I needed a cabinet for photo storage, so I obtained three quotations, sent a letter explaining the use the cabinet would be put to, and invited their fundraising chairman to the archives so that he could see for himself. Within a month, I was invited to a Rotary breakfast and presented with a check that was right to the penny, including taxes and delivery. That cabinet has a plaque on it too and the Rotarians have dropped by to inspect their purchase.

Individuals can be targeted as well. One major success story involved the publication of a set of diaries held in our archives. We gave the privilege of proof-reading the first draft to a particular fellow with an interest in history and an eye for correct English usage. It didn't hurt that he was a bachelor with rather a large disposable income. However, by matching the right person to the perfect project, we raised \$5000 towards the publication of the book. It goes without saying that this individual was thanked mightily in the credits.

Sometimes I think that small archives in small towns have an easier time of it when it comes to fundraising. We know our patrons, we know the people at the newspaper, our board members are on other boards that can help us, and many of our citizens are 3<sup>rd</sup> and 4<sup>th</sup> generation townspeople. It's easy to find the time to give an impromptu tour of the

archives and, at the same time, outline your next project, large or small. You never know what will come of it.

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# AABC Newsletter

Volume 14 No. 2 Spring/Summer 2004

## AABC Contact Information

### Executive

#### President

Christine Meutzner  
[nca@nanaimo.ark.com](mailto:nca@nanaimo.ark.com)  
Phone/Fax: (250) 753-4462

#### Vice President

Anthea Seles  
[aseles@rcav.bc.ca](mailto:aseles@rcav.bc.ca)  
Phone: (604) 683-0281, ext. 302

#### Treasurer

Jian Liu  
[jian@cpsbc.ca](mailto:jian@cpsbc.ca)  
Phone: (604) 733-7758

#### Secretary

Linda Nobrega  
[linda\\_arquivista@yahoo.ca](mailto:linda_arquivista@yahoo.ca)  
Phone: (604) 434-9364

#### Institutional Member at Large

Krisztina Laszlo  
[klaszlok@interchange.ubc.ca](mailto:klaszlok@interchange.ubc.ca)  
Phone: (604) 822-1946  
(MOA = Mon-Wed)  
(604) 822-0001  
(Belkin Art Gallery = Thurs-Friday)

#### Individual Member at Large

Siôn Romaine  
[sromaine@u.washington.edu](mailto:sromaine@u.washington.edu)  
Phone: (206) 729-0447

### Committee Chairs

#### Education

Jane Turner  
[jturner@uvic.ca](mailto:jturner@uvic.ca)  
Phone: (250) 721-8258  
Fax: (250) 721-8215

#### Grants

Kathy Bossort  
[kbossort@dccnet.com](mailto:kbossort@dccnet.com)  
Phone: (604) 946-9322  
Fax: (604) 946-5791

#### Membership

Jana Bulhmann, Chair  
[jbuhlmann@archives.ca](mailto:jbuhlmann@archives.ca)

#### Nominations and Elections

Jennifer Mohan, Chair  
[Jennifer.Mohan@gems6.gov.bc.ca](mailto:Jennifer.Mohan@gems6.gov.bc.ca)

#### Public Awareness, Advocacy & Legislation

Laura Cheadle, Chair  
[lcheadle@shaw.ca](mailto:lcheadle@shaw.ca)

#### B.C. Archival Preservation Service

Dorothy Lawson, Chair  
[dlawson@direct.ca](mailto:dlawson@direct.ca)

#### Internet

Heather Gordon  
[hgordon@coquitlam.ca](mailto:hgordon@coquitlam.ca)  
Phone: (604) 927-3016  
Fax: (604) 927-3015

#### BC CAIN Coordinator

Ann Carroll  
[acarroll@istar.ca](mailto:acarroll@istar.ca)  
Phone: (604) 266-0615

#### Constitution & By-Laws

#### Finance

## Newsletter Editors

### Editor

Siôn Romaine  
[sromaine@u.washington.edu](mailto:sromaine@u.washington.edu)  
Phone: (206) 729-0447

### Technical Editor

Leslie Field  
[leslie@lesliefield.com](mailto:leslie@lesliefield.com)  
Phone: (604) 822-5877  
Fax: (604) 822-9587

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## Advertisers

### Archivia Enterprises

[Archivia Enterprises](#) offers archival and records management services to private and government clients in both Canada and the United States. The principal consultant, Trevor May holds a Master of Archival Studies and has been in business as a consultant since 1995.

Archivia's services include: archival inventories, records scheduling, appraisal, arrangement, description, and preventive conservation. We specialize in the creation of archival databases and information systems.

To learn more, visit our website at [www.archiviaent.com](http://www.archiviaent.com). E-mail: [trevor@archiviaent.com](mailto:trevor@archiviaent.com).

\* \* \*

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[www.eloquent-systems.com](http://www.eloquent-systems.com)

\* \* \*



## RESTORE AND RECORD

### *RAINMAKER LABS AND DIGITAL PICTURES OFFERS SERVICES TO ARCHIVISTS*

For 25 years Vancouver Rainmaker Labs and Post have been successfully serving the film and television industry with lab and telecine services. Over that period there has been growth and technical innovations. Rainmaker has always taken the lead in research and investing in new technologies and advancements as the world constantly changes.

As part of a series of new initiatives undertaken by Rainmaker, we are offering our Lab and telecine services to the Archival community. Lab Manager Rick Cooper, 33 industry veteran, welcomes you to send him examples of your film for an assessment on shrinkage and condition and suitability for transferring. Other options would include the re-creation of a negative from existing prints

Rainmaker Post also has 6 transfer machines with the ability to transfer 16 and 35 mm film to any tape or digital format. One of the technological advancements invested in include the scratch fixing and restoration capabilities of OSCAR. Standing for **Optical Scratch Concealment And Restoration** - Oscar is an advanced new electro-optical system that works to conceal dirt, dust and scratches on the surface of the film during the telecine transfer. OSCAR operates in real time and produces dramatic results; even severely damaged film images can often be transferred in near-perfect condition. "OSCAR is sort of like a digital wet-gate that works to cover up imperfections in the film - and it does an incredible job. We were frankly blown away by what it could do," says General Manager Barry Chambers. While OSCAR can help improve the quality of practically any transfer, it will be especially valuable in the growing area of film restoration and re-mastering. Chambers explains, "OSCAR will be a fantastic tool in helping get clean, high quality new transfers from archived films."

With the ability to offer these services and schedule them around the ongoing demands on the facility, Rainmaker hopes to price these services at affordable and cost effective rates and be able to negotiate each request or project individually.

We welcome any and all questions or inquiries you may have. Please contact Greg Bosworth at Rainmaker 604 872 7000 or email [gregb@rainmaker.com](mailto:gregb@rainmaker.com).

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