

# Moving Forward



*Where Do We Go From Here?*



Double Tree by Hilton Orlando East - UCF Area



# Moving Forward Where Do We Go From Here?

Many of us have experienced challenges and changes in our work due to the COVID-19 pandemic. We've also seen new focus and progress in institutional commitment to diversity and inclusion. Beyond these events, the library and archives professions continue to evolve and require new perspectives, skills, and partnerships. The proposed theme will allow conference presenters and attendees to consider any number of the recent changes in the world and our field, and discuss the impact the pandemic and other world events have had and will continue to have on our roles and the archival profession in the future.

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## Society of Florida Archivists 2022 Annual Meeting

MONDAY, MAY 9, 2022 &  
TUESDAY, MAY 10, 2022



## Pre-conference Workshop

9:00 am - 4:00 pm

POWRR Institute

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Rollins College, Winter Park, Florida

The POWRR Institute is an intensive workshop-style experience of enormous potential benefit to archival practitioners in many contexts as it provides educational materials about, hands-on training with, and tangible deliverables for long-term digital preservation standards and best practices. Selections will be made on a variety of factors, including diversity and previous access to professional development opportunities.

The Institute has been made possible in part by the National Endowment for the Humanities: Democracy demands wisdom. Thank you to the NEH for their support! We are truly grateful to be among those receiving an NEH award in the 2021-2022 grant cycle.

*This is a two-day workshop.*

Project Director: Rachel Walton (Digital Archivist, Rollins College)

Project Coordinator: Mary Rubin (Archivist, University of Central Florida)

[10 ARC]

[Additional information about this workshop](#)

4:30 PM - 5:30 PM

TOUR

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Winter Park Public Library and Event Center

TUESDAY, MAY 10, 2022



## Pre-conference Workshops

9:00 am - 12:00 pm

CCAHA Workshop

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University of Central Florida John C. Hitt Library, Orlando, Florida

### RISK ASSESSMENT AND EMERGENCY PLANNING FOR COLLECTING INSTITUTIONS

This workshop explores the basics of conducting a risk assessment at your institution. Conducting a risk assessment is one of the first steps an institution can take in the preparation and updating of an emergency preparedness and response plan.

Workshop conducted by Laura Hartz Stanton, CCAHA  
[2ARC]

1:30 pm - 4:30 pm

CCAHA Workshop

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University of Central Florida John C. Hitt Library, Orlando, Florida

### MOLD: PREVENTION, DETECTION, AND RECOVERY

Mold spores are always present, even in the cleanest of spaces. When too much moisture is present, due to a water leak or a poorly functioning HVAC system, mold outbreaks can occur. As it grows, mold attacks and weakens leather, cloth, and paper, and often causes permanent staining. Some molds also make people sick. How can collections staff stop mold from growing? And what should they do when they find it? This workshop will answer these questions by explaining the environmental factors that allow mold to grow. It will also discuss how to identify mold, how to protect people from health hazards associated with mold, and how to stop mold from spreading within a collection. Attendees will learn how to clean moldy books and papers, and when to call a conservator or a professional cleaning company.

Workshop conducted by Laura Hartz Stanton, CCAHA  
[2ARC]

4:30 PM - 5:30 PM

TOUR

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Rollins College Archives and Winter Park History Museum

# WEDNESDAY, MAY 11, 2022

All events occur at the conference hotel unless otherwise noted



8:30 am - 11:00 am

Registration and Morning Refreshments

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9:30 am - 9:50 am

Welcome from SFA President David Benjamin

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9:50 am - 10:00 am

Remarks from Annual Meeting Chair Sarah Coates

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10:00 am - 10:30 am

Session #1

## PAUSE-TIVE OUTCOMES: CREATING THE SERVICE, PRACTICE, AND COMMUNICATION THAT WE ALWAYS WANTED

Hannah Davis, Florida State University

In this presentation, we reflect on Florida State University Special Collections & Archives' (SCA) immediate response to the first stay-at-home order, the implemented plans and workarounds that we developed throughout the disruption, and our thoughtful approach to the gradual return to in-person services. We hope to speak to (and commiserate with) other archives professionals anywhere along the spectrum of this singular, and seemingly never-ending, experience. Our approaches to public services, instruction, digitization, training, and collections management have been forever altered by the sudden shift in priorities prompted by a global pandemic.

We can't discuss the positive outcomes of this season of duress without acknowledging the hardships we've all faced. Despite the ambiguity of rapidly changing guidelines and policies, and the impacts of resignations, retirements, and inconsistent staffing, SCA has persisted and emerged as a stronger division. Through increased communication and clarity of communication pathways, better documentation and streamlining of workflows, and improvements in accessibility for our own staff and for our researchers, SCA is now a more nimble, flexible division, prepared to respond to our colleagues' and researchers' needs.

10:30 am - 10:45 am

Sponsor Introductions

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10:45 am - 11:00 am

Morning Break

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11:00 am - 12:00 pm

Keynote Address

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**RECOVERING THE PAST, DISCOVERING THE FUTURE:  
ARCHIVE, COMMUNITY, AND PUBLIC SCHOLARSHIP**

Dr. Scot French

Associate Professor, History Department

Director of Public History

Associate Director, Center for Humanities & Digital Research

University of Central Florida

12:00 pm - 1:30 pm

Lunch On Your Own

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1:30 pm - 3:00 pm

Session #2

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**THE ARCHIVAL RECORDS AND THE EARLY DEVELOPMENT OF  
HIGHER EDUCATION IN FLORIDA**

Wenxian Zhang, Rollins College

Gerriane Schaad, Florida Southern College

Carl Van Ness, University of Florida

Sandra Varry, Florida State University

Kelly Larson, Stetson University

In the mid-nineteenth century, just after Florida became the 27th US state, institutions of higher learning began to develop, and the relationship between these colleges and universities are intertwined, as are the archives that tell their stories. With a focus on materials related to individual institutional development and those that speak to our connections, this session will start with brief presentations from the University of Florida, Florida State University, Florida Agricultural & Mechanical University, Florida Southern College, Rollins College, and Stetson University. Following will be Q&A and discussion. We hope to explore our earliest records as well as illustrate the connectedness of our histories across the state.

3:00 pm - 3:15 pm

Afternoon Break

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3:15 pm - 3:45 pm

Session #3

## CHANGING PLATFORMS: GOOGLE TO MICROSOFT

Michael Zaidman, JM Family Enterprises

IJM Family went from Google to the Microsoft platform of services in 2021 and the change has been challenging but remarkable. The switch from one platform to another is always interesting, but the real concern was the new security and retention policy going forward that was the biggest obstacle. New procedures had to be updated and processing items quickly changed to meet the needs of the archives.

This session will explore the change of accessioning and processing collections, learning a new system, working with departments to meet needs and all this while moving physical locations.

3:45 pm - 4:00 pm

Judith Beale Scholarship Challenge Update

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4:00 pm - 4:15 pm

Announcements About Evening Tour & Reception

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4:15 pm - 5:00 pm

Speed Networking

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5:30 PM - 6:00 PM

TOUR

UCF Libraries Special Collections & University Archives (Abbreviated)

6:00 PM - 8:00 PM

EVENING RECEPTION

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University of Central Florida John C. Hitt Library, Orlando, Florida

Sponsored by Backstage Library Works

# THURSDAY, MAY 12, 2022

All events occur at the conference hotel unless otherwise noted



8:30 am - 11:00 am

Registration and Morning Refreshments

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8:30 am - 9:15 am

Board of Directors Meeting

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9:30 am - 9:45 am

Sponsor Introductions

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9:45 am - 10:15 am

Session #4

## SHOVEL TO SHELF AND THE ROLE OF EXPERIMENTAL LEARNING IN A FEDERAL CURATION CENTER

Carady DeSimone, National Parks Service

This talk will illustrate how exploring the source of records creation can be helpful in contextualizing archival materials and/or collections – particularly for archivists from background fields differing from those they currently support, or those who work in multidisciplinary settings.

In this traditional show-and-tell presentation, Cara DeSimone, a contract Archives Technician, will (re-)inspire archival workers of all types by sharing her field experience. With fieldwork of all types hard to come by due to pandemic travel restrictions, DeSimone sought a way to make sense of the milieu of photographic materials under her care at SEAC - and managed to expand a unique opportunity to volunteer with the National Parks Service and American Veterans Archeological Recovery (AVAR) into an effort to explore the intersection of archives and archeology. To personally explore the impact of experiential learning, DeSimone spent three weeks on a Phase II archeological dig to discover the foundations of archeological record keeping, a few musket-balls, and lots (and lots) of nails... and you thought paperclips were bad!

10:15 am - 10:30 am

Morning Break

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10:30 am - 11:00 am

Poster Session

**PERSONAL EXPERIENCES WITH DIGITAL PROJECTS RELATED TO AFRICAN  
AMERICAN HISTORY AT UNF**

Amelia Dixon, University of North Florida

**THE RESILIENCE PROJECT: CENTERING ST. AUGUSTINE'S BLACK HISTORY  
ONLINE**

Laura Marion, University of Florida

**FROM BOXES TO SHOW TIME - FOUNDING THE RINGLING COLLEGE  
ARCHIVES**

Alexandra Vargas-Minor, Ringling College of Art & Design

**DOING LESS WITH LESS: SETTING PRIORITIES AND MANAGING  
EXPECTATIONS AFTER A REDUCTION IN FORCE**

Anna Kephart, Florida Institute of Technology

11:00 am - 12:00 pm

SFA Business Meeting

12:00 pm - 1:30 pm

Lunch: Boxed Lunches Will Be Provided

1:30 pm - 2:00 pm

Session #5

**SPARKING JOY IN THE UNF RARE BOOKS COLLECTION**

Susan Swiatosz, University of North Florida

Rare book or non-circulating research collections are often overlooked when it comes to collection reappraisal or deaccessioning, that is until space considerations bring the issue to the forefront. After all, no librarian likes discarding books, particularly old ones. This case study shows how the Special Collections and University Archives at the University of North Florida (UNF) reappraised their rare book collection and created collecting criteria to aid them in the disposition of rare and non-circulating books. Although the lack of space was clearly a priority, the rare and non-circulating book collection at UNF had lacked collection development guidance for many years and become bloated and unwieldy. The new Head of Special Collections and University Archives worked with library administration and created an ad hoc committee in the library to assist with reappraising the collection. The collecting criteria and flow chart that the committee helped develop led to clearer collecting guidelines for library staff and donors and to a focused collection of books that support research on regional and local topics.

2:00 pm - 2:15 pm

Afternoon Break

2:15 pm - 3:15 pm

Session #6

## FORWARD MARSH - GROWING USF'S ECOLOGICAL COLLECTIONS

Andy Huse, University of South Florida  
Amanda Boczar, University of South Florida  
Sydney Jordan, University of South Florida  
John Clarke, University of South Florida

Join Huse and several of his colleagues for an update on USF Libraries' Florida Environment and Natural History (FLENH) initiative in Special Collections. Inspired by recent collecting activities, the USF Libraries Dean made FLENH the biggest collection initiative in the libraries, with most of the burden of collecting and curating going to a single faculty, a director, and two staff who work in Special Collections. Learn how they quietly adapted their collection strategy to avoid internal and external obstacles. With the help of grant money, they created a new oral history project with Audubon personnel that would enhance the collections while building new relationships with donors. Community outreach and instruction for FLENH collections has been provided around contemporary local issues, such as the fate of the USF Forest Preserve and an ongoing ecological disaster at Piney Point.

In the digital world, new exhibits and improvements to the digital FLENH portal and metadata have been ongoing. In the physical world, onboarding a FLENH intern has allowed the team to maintain a steady pace on a variety of processing and outreach goals. Chronically understaffed, personnel have utilized talented interns to help push the initiative forward. To increase user access, they've worked with the donors of FLENH materials to process and input important metadata for digital collections. In 2022, the USF Libraries is poised to support the FLENH initiative in more meaningful ways, including an infusion of additional personnel and expertise. Join this panel to hear about our expanding collections, exciting exhibits, and evolving archival approaches to curating Florida's environmental history.

3:15 pm - 3:45 pm

Session #7

## FRANCO AMERICAN DIGITAL ARCHIVES: A CASE STUDY IN POST-CUSTODIAL STEWARDSHIP OF OVERLOOKED MATERIALS ACROSS NORTH AMERICAN INSTITUTIONS

Jacob Albert, University of Maine

Franco American Digital Archives/Portail franco-américain is a subject-based online portal to archival materials from the French-Canadian and Acadian diaspora in the US Northeast. This project was funded by the National Endowment for the Humanities and the University of Maine, and was developed by a five-university collaborative called the Franco American Collections Consortium. The portal project began in 2018; the portal itself launched in October 2021 (<https://francoportal.org>). This paper will describe the processes of this collaborative project and lessons learned in its effort to conceptualize a multi-institutional portal, identify and aggregate overlooked collections from over 75 North American institutions, build contributing partnerships, transform and translate metadata with culturally specific markers, fundraise, and build a sustainable, post-custodial, bilingual digital system—all within the context of COVID-19 shutdowns and distancing. This paper will also describe how the portal and consortium are aiming to grow and evolve after the pandemic to raise awareness of this historically underserved cultural and language community, with collaborating institutions and team members spread throughout the United States and Canada both in-office and remotely.

3:45 pm - 4:00 pm

Information about Tours and Evening Reception

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4:00 pm - 4:45 pm

Interactive Workshop

## INTERACTIVE DIY BRANDING WORKSHOP WITH CANVA BY CARADY DESIMONE

*Participants are encouraged to bring their laptops and to sign up for Canva beforehand.*

*Participants who attend this will be unable to attend the off-site tours this day.*

This workshop will assist participants in developing visual design skills that can be used to enhance presentations, posters, and outreach communications. Explore fonts, palettes, and themes to apply a consistent design to your messages. There will be a demonstration/walk-through of Canva and then time for participants to begin and play with designs.

5:30 pm - 6:00 pm

TOUR

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Orange County Regional History Center, Orlando, Florida

6:00 PM - 8:00 PM

EVENING RECEPTION

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Orange County Regional History Center, Orlando, Florida

This event sponsored by Iron Mountain



Image from Orange County Regional History Center website

# FRIDAY, MAY 13, 2022

All events occur at the conference hotel unless otherwise noted



8:30 am - 11:00 am

Registration and Morning Refreshments

9:30 am - 9:35 am

Announcements / Updates

9:35 am - 10:35 am

Session #8

## THE CHALLENGES OF STORING ARCHIVAL COLLECTIONS IN AN AUTOMATED STORAGE AND RETRIEVAL FACILITY

Chris Saclolo, University of Central Florida

Mary Rubin, University of Central Florida

David Benjamin, University of Central Florida

In 2020 the UCF Libraries began using an automated storage and retrieval system to store the Libraries' collections. Nicknamed the ARC, this system is Florida's first automated library storage facility. The ARC will eventually house 90% of the Libraries' permanent collection, including a significant portion of Special Collections & University Archives' archival and manuscript holdings.

High-volume storage of library materials is not a new concept. Many libraries and archives utilize commercial warehouses or off-site storage. And, while the ARC ultimately provides SCUA with space to grow collections and allows for new processing and work areas, the introduction of automation into our storage system creates new concerns, including:

- Sharing storage space with non-archival materials and collections
- Issues with environmental conditions in multi-collection, multi-level spaces
- Limited size of bins available to house materials
- Reliance on technology to access stored materials
- Software migration and management outside archivists' control
- New workflows
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In this presentation, UCF Libraries Special Collections & University Archives staff will discuss the preservation, conservation, and long-term storage issues encountered housing materials in an automated system and solutions created to address some of these issues. Additionally, they will share new workflows created for ingesting and retrieving materials. The goal is to provide insight to attendees on the impact of using non-traditional storage systems in an archival setting.

10:35 am - 11:05 am

Session #9

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## PRIVACY MATTERS: REVIEWING UNIVERSITY RECORDS FOR RESTRICTED MATERIALS

Sarah Coates, University of Florida

Privacy and confidentiality are a major concern for University Archives. In the past, minimal processing might have prevented archivists from seeing personally identifiable information (PII) or other sensitive information protected by FERPA and HIPAA in archival collections or records series. This presentation will discuss privacy concerns in university records, and use work being done at the University of Florida to identify and redact PII and other sensitive information in University Archives collections and records series. The presentation will provide examples of collections that had privacy concerns and how workflows were developed to provide patrons with access to the material while protecting individual privacy.

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11:05 am - 11:15 am      Closing Remarks from SFA President Sarah Coates

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11:15 am - 1:30 pm

Lunch On Your Own

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1:30 pm - 2:30 pm

TOUR

UCF Libraries Special Collections & University Archives



Image courtesy of UCF Special Collections & University Archives

# 2022 ANNUAL MEETING

## Sponsors



We wish to acknowledge and thank our Annual Meeting Sponsors



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of the  
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Archives of Florida**



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[Questions or comments? Contact us.](#)