

# Minutes of the 34<sup>th</sup> ASDAL Conference

*Marge Seifert, ASDAL Secretary*

Adventist Archives: Building on Our Past in Bits, Bytes and Boxes  
General Conference of Seventh-day Adventists  
Office of Archives, Statistics and Research  
Silver Spring, MD  
July 6-10, 2014

## **Sunday, July 6, 2014**

**5:30pm**

- Registration – taking place at the Courtyard Marriott Hotel
- Poster Session
- Meet 'n greet with refreshments

## **Monday, July 7, 2014**

**Worship: 8:00am**

**James R. Nix, Director Ellen G. White Estate**

- Jim shared a number of stories of Ellen and James White and God's leading.

**Welcome:**

- **Lori Curtis** – welcome to the General Conference and to ASDAL 2014.
- **Warren Johns** – welcome to all. This is a historic conference. It is the first ASDAL Conference at the GC, a conference related largely to archives.

**Introduction: Adventists Resources Section of ASDAL Conference**

- **Jim Ford** introduced this section and Jim Nix
- ARS sessions were interspersed throughout the conference beginning in 2007. It was important for all attendees to be aware of issues and joys of ARS.
- We are in the digital age. On the Adventist side, we are behind of this digital age.

**Presentation: Early years of Adventist Resources Section - How it all began!**

**James R. Nix, Director, Ellen G. White Estate**

- Jim began collecting old library books at Newbury Park Academy when the librarian had old books donated and didn't want them.
- He honed interest in research while at the seminary.
- Started the heritage room at La Sierra and Loma Linda. His job was to convince Arthur White to start a White Research Center. It took some time, but it eventually did happen.
- They collected anything and everything about Adventism.
- Jim was convinced to be the managing editor of Adventist Periodical Index.
- If you are going to do something, do it right. There was no cooperation between Adventist libraries regarding Adventist books. It was suggested people gather from GC, White Estate, Loma Linda, Andrews to talk about Adventist resources.
- My whole life has revolved around Adventist history and collecting materials

A few more interesting facts:

- Jim wrote proposal for Adventist Heritage Village in 1980 so that it can own property anywhere in the U.S.
- ASDAL organized in 1981 at PUC. At Elmshaven vespers, Grace Jacque told stories about her grandmother.
- 1982 - had a May meeting at Andrews preserving Adventist materials
- PUC has a White Study Center - that was due to Jim's help.

- 1981-82 did some restoration of Elmshaven
- 1983 first time there was a day-long session on collecting Adventist sources
- 1985 several institutions came together to participate in art exhibit for General Conference - Gilbert Abella organized that
- 1985 ASDAL held at Andrews
- 1986 ASDAL held at AUC, there was a day-long session on collecting Adventist materials. ARS officially adopted at that ASDAL
- 1995 - ASDAL was at Newbold - White Estate and ASDAL had a joint meeting

I want to affirm what you do about preserving the history of our church. We need to know why we are here, where we came from, and the incredible story of the pioneers of our church.

- Future dreams that Jim would like to see come to fruition:
  - That there will be a Ellen White visitor's center
  - The SDA church would have a history museum
  - That there would be first class visitor's centers at Adventist historic centers
  - In 2015, the 100th anniversary of Ellen White's death - focus on the marvelous gift and the history
  - Members of the church figure out a way to get materials to places like Spicer College now Spicer University, places that badly need Adventist resources

After the presentation, Jim Ford, on behalf of ASDAL, presented Jim Nix with a plaque in appreciation for initiating the Adventist Resources Section of ASDAL.

#### **Welcome:**

- David Trim - welcomed the group to the World Headquarters of Seventh-day Adventists and said a few words regarding the importance of meeting together as archivists and librarians

#### **Presentation: History of the Digital Initiative within ASDAL and recent developments**

**Jim Ford, Center for Adventist Research, Andrews University**

**Merlin Burt, Director, Center for Adventist Research, Andrews University**

- 1930s-1960s developed indexes for SDA materials typed on manual typewriter, had rooms full of card catalogs.
- Cards were useful for those who could come to use them.
- A new thing - microfilm - was possible to distribute materials around the world
- Late 1960s - out of these meetings grew the SDA Periodical Index. We are now in the 45th year of the Index. The format was either print or microfilm at that time.
- The SDA Periodical Index was transferred to Andrews University
- The format has gone from print only to CD-ROM to online.
- Some of the projects that ARS and ASDAL cooperated together were mentioned.
- In 2004 ARS program began to focus on coordination and cooperation, talked about digital resources.
- 2008 – Jim Ford's presentation - where to now? A long discussion on cooperation and how to go about it took place. A subcommittee was set up to bring the ideas to fruition.
- In 2009 the ASDAL Conference was at AU. It was a heady time. A presentation was given to the ALICE Board and to ASDAL. The software would be ContentDM software. It seemed as if AdventistResources.org was ready to blast off.
- Then we heard about the new White Estate platform, and the committee stepped back to see what that platform could do.
- 2010 Decided that the platform would not be suitable for ARS needs.
- So, the program took a step backwards, money was uncertain, personnel was also a problem. That leads us to the rest of the story.

Merlin Burt will continue by describing how AdventistResources.org became the Adventist Digital Library.

- Merlin talked about his involvement. He came to LLU in 2003 from being a pastor. He realized the great need the church has for a sense of spiritual identity. Adventist history is not a burning reality, are grandchildren of the SDA church not sons and daughters of God.
- He didn't have the persona of a librarian in his psyche. He felt his abilities were more in the area of history, so he got a degree in church history. Adventist resources and Adventist history came together.

- One of the first things Merlin began to work on was digital materials. He began to digitize photographs.
- He interacted with Jim Ford, who was also digitizing photographs. When Merlin came to work at Andrews University, the digitization initiative didn't stop. Digitization has been important.
- At the Center for Adventist Research they continued to do digitization during the lull in the project. White Estate has worked aggressively to get materials online. The organizations had a synergy together. Have digitized foreign language Ellen White books.
- Merlin and David Trim began talking and that has led to cooperation with the White Estate, the GC and CAR. They have come to the point where God has opened remarkable doors for them.
- This software has real potential and we are hopeful that it will work well.
- This has really been a library initiative that led to the meeting last May. Those gathered spent some concentrated time together. There were many questions, is this software going to work?
- At the ASDAL presentation last year still people had questions, is this going to work? No definitive action was taken.
- Had a meeting with ALICE. Paulette and Merlin began to talk. The committees were unresolved. We were not quite sure what the next step would be, what direction this thing would go.

### **Adventist Virtual Library**

- The challenge has been resources, how can we make this happen financially? We are probably going to need at least two staff persons to make this work. Andrews is hosting SDAPI, we have thought about how that can be incorporated.

### **Budget:**

- Involves AU digitization manager's expenses, hosting ADL \$78,000
- SDAPI budget \$83,000
- \$75,000 from GC
- Recommend NAD partner, \$25,000 had to go through the committees
- It is suggested that ADL have partnerships with research university libraries around the world, however it is hard to depend on that money if times are hard.
  - There is hope for further partnership from universities to work more aggressively on other projects that would be helpful for all.
  - It is important that ASDAL be involved. The challenge is resources. Can ASDAL fund an entire project? Probably not, it seems more effective to bring SDAPI in as a full partner.

### **Governance:**

- Proposed board to be those representing the contributors, with strong ASDAL representation.
- President of Andrews University would be chair
- The board would meet on an annual basis, probably around time of Annual meetings of the General Conference.

### **Break**

**Reiko Davis** has made this conference happen! Appreciation was given to her in the way of flowers and a card.

### **Presentation: The Adventist Digital Library**

**Merlin Burt, Director, Center for Adventist Research**

**Jim Nix, Director, Ellen G. White Estate**

**David Trim, Director, Office of Archives, Statistics and Research, General Conference**

**Juliette Johnson, Digitization Manager, Andrews University**

### **David Trim - my perspective**

- Met Merlin in February 2011 to talk about ADL there should be one platform for all Adventist resources.
- Got \$75,000 from GC treasury as seed money.
- Spring of 2012, GC treasury gave another \$75,000 and other grants.
- Current GC offices recognize the importance of resources on Adventist history and identity.

- ✓ Joel Lutes was appointed to work with David, Merlin and Jim as the ASDAL representative.
- ✓ Gradually the group has worked out a good model to follow.
- ✓ Steve Sauder chaired a committee to work on the technological needs.
- ✓ Paulette Johnson worked on the committee for governance.

### **Merlin Burt**

- ✓ Shared a video to introduce ADL
- ✓ talked about the spiritual impact of ADL
- ✓ The new paradigm is the internet. Anyone, anytime, anywhere can look at the information.
- ✓ All ministries are positioned to be able to use the new technology
- ✓ How will God use this tool to spread the gospel?
- ✓ Digitizing Adventist materials is one part of this broader picture in the final movements and coming of Jesus.
- ✓ We are dealing with a spiritual issue here as well as an information issue.

What are some things ADL can do?

- ✓ It will create one place on the internet where one can find comprehensive SDA mission, culture, and provide helpful information.
- ✓ It will strengthen and share SDA identity, to turn history into story - what God's message is, what is He trying to say to us
- ✓ It will equip teachers, pastors, and leaders, giving them opportunities to gather SDA material.
- ✓ It will support education, particularly graduate studies, around the world
- ✓ It helps people, defends the church against attacks against misinformation
- ✓ It preserves historical irreplaceable materials in a new way; everyone can see and use it.
- ✓ There will be results in the life of the church, increase awareness of God's leading

### **Julie Johnson**

- ✓ First, we looked at two large information sites, how they look and how they are organized.
  - The World Digital Library <http://www.wdl.org/en/>
  - Digital Public Library of America <http://dp.la>
- ✓ Both are examples of good websites
- ✓ Julie showed us the beta site of ADL. It will look much different later, but the current site is a good start. Much progress has been made on this site.
- ✓ There was a time for discussion and questions.

### **Merlin Burt**

- ✓ Regarding the timeframe - pulled in data from 4 institutions, have scanned 21,000 records
- ✓ About 10% of GC Archives is in
- ✓ We want to make sure everything is working right, that is what will happen next year. The plan is to have ADL go live June 2015.
- ✓ Will keep building it.
- ✓ There is an interim plan as well.
- ✓ Funding model - beginning in June 2015. Requested \$150,000 from GC to get staffing etc., before going live, the development phase.

### **Presentation: Digitization standards and how to contribute to the Adventist Digital Library Juliette Johnson, Digitization Manager, Andrews University**

- ✓ Will cover things from Center for Adventist Research
- ✓ Purpose: to restrict access to originals for preservation
- ✓ After digitization, item is preserved in vault in archival enclosures

- Goal: Scan all text-based items, excluding non-Adventist related items already available from other resources, that are not protected under copyright law
- Digitize all special collections not covered under no-access policies
- Present the digitized items as close to originals as possible
- All scanned items digitally available in ADL
- Method: Scan exactly as you would have book in your hand.

#### Standards do change

- Scan an item and create an archival tiff, 400 dpi
- Exact replica
- Don't compress the tiffs, don't bundle them.
- Create an archival PDF, an untouched PDF, stored with the tiffs then work with files for access
- Leave a black border around the scan. That way you can see exactly what the item looks like
- Periodicals they do crop, usually because of the size
- In the catalog there is only one MARC record per periodical. The software allows us to do a batch scan and then break it up. We can add metadata. There is a metadata file for each issue.

#### Photographs:

- Digitize to preserve colors and details that are fading
- Digitize to initiate restoration and preservation
- Digitize to supplement current events or issues, and to strengthen the mission of the Adventist Church

#### Goal:

- Scan and preserve all photographs from manuscript collections and any pre-1950 photographs from filing cabinets or other areas in the center.
- Actively engage in research for descriptive metadata for each scan
- Make digitally available online all scanned photographs
- Color/grayscale, front/back,
- Use a formula for the resolution of what we want it to be
- 8 1/2 x 11 is the size we will use
- Don't scan lower than 400 and higher than 2400
- Create an archival tiff, then create a jpeg at 96 pixels per inch (ppi)
- What to scan is very subjective, we try to stay close to our purpose

#### Audio-visual – our biggest challenge

- Purpose: digitize to preserve deteriorating media that do not have digital counterparts available
- Create an exact replica recordings of media

#### Goal:

- Digitize all cassettes covered under purpose statement
- Digitize film and VHS covered under purpose statement
- Digitize audio/video that will supplement Adventist current events or projects
- Make digitally available online all recordings that are not under copyright protection

#### Problems with machines:

- Didn't clean the heads
- Calibrate the machine
- Create a wav file, then an MP3
- We are starting to take photographs of archival items, artifacts

#### ADL Submissions

- Unique ID: each record must have a unique ID that matches EXACTLY the name of the corresponding media file.

#### Quality Media

- Each entry into ADL should be at the highest quality possible for the originating institution

#### Metadata

- As much information as possible is entered into the MARC/Dublin Core, etc., fields

#### Lessons learned:

- Don't trust just anyone to digitize
- Projects must fall under set goals, have clear deliverables, and a time limit
- Change happens constantly
- Digitization is expensive

Showed pictures of the equipment that is used for scanning.

#### **Adventist Digital Library Question/answer time**

- Have you tried scanning large items, like newspapers?  
Scanned them in quadrants, and used Photoshop to stitch them together
- The intent is EGW writings site and Adventist Archives sites will be available from ADL.  
The concept is to have everything on one platform, but have separate URLs for those sites
- Will you actively pursue contributions from other parts of the world?  
We are working with some universities and collections outside universities by 2015  
We will work with a few institutions then will pull others into it
- Are you pursuing a translation tool?  
That is a goal, but don't have that in place yet  
Drupal can translate into multiple languages
- Copyright varies country to country  
The copyright that applies is for the country in which it is used  
We must move with a certain degree of caution  
Many items digitized are 19th century or the church owns the copyright
- How many copies will you put up, if several are marked differently because they are significant?  
It doesn't matter, we can put up as many as needed, enriching Adventist history  
We need to view this strategically, don't need 50 copies of the same thing, need to not duplicate resources
- How does copyright work with university presidents works?  
We will need to get permission
- That leads back to the standard of what is used. Dublin Core has a permissions section, says here is where we got permission from
- Is there a chance to put links in the database to eBooks already online?  
That is one more thing to think about in the future
- The environment could be changing very quickly  
Some conferences are having conversations about eBooks, about the future of ABCs etc.  
At this point we don't want to create additional angst, things will develop and change as time goes on.
- I am curious about unnamed photos

At Andrews they scan and catalog at the same time. There is face recognition software that may be a possibility.

- Names and institutions change. Are there plans to create an index?
- For each subject heading, there are alternates, ADL will display the official subject headings

## **Break**

### **Business Session I - 2:50pm**

- Warren Johns brought the business session to order.
- Warren asked all the first-time attendees to stand up.

A parliamentarian was chosen: Steve Sowder

## **Voted**

### **Election Results for 2014-2015**

President elect: Grace Carr Benjamin

Secretary: Jeanette Wetmore

Treasurer: Sarah Kimakwa

ASDAL Action Editor: Chelsi Cannon

Constitution and Bylaws Committee: Jennifer Alleyne

Scholarship and Awards Committee: Jessica Spears

SDA Periodical Index Board: Paulette Johnson

Site Planning: Lynda Baildam Statistics

Committee: Carolyn Gaskell Website

coordinator: Shanalee Tamares

### **Nominating Committee: names were suggested and **voted as a group****

Chair: Warren Johns - Past president

Paulette Johnson

Lauren Matacio

Sheila Clark

Alan Hecht

### **Resolutions Committee: names were suggested and **voted as a group****

Steve Sowder

Patrick Benner

Deyse Bravo

Alfredo Vergel

### **President's Report: Warren Johns**

This year has given the opportunity to see the overview of ASDAL. I'm seeing ASDAL as an organization, 34 years, fully come of age. Along with that comes a visibility that we didn't have previously. We are embedding more, becoming much more visible. With ADL we will have a presence as never before.

### **Secretary's Report: Marge Seifert**

**Motion** to approve the minutes that were published in the fall 2013 *ASDAL Action*.

## **Voted**

### **Treasurer's Report: Annette Melgosa**

## ASDAL Treasurer's Report 2013-2014

### Membership

Below please find the membership distribution as of May 21, 2014:

Total Members:	86
Students	3
Retirees:	5
Non-retired:	78
North American:	71
Outside North America:	15

### 2013 Conference

The 2013-2014 financial year saw a conference at Walla Walla University (WWU) in Washington. Finances for the conference were handled by two entities, the hosting institution for housing and the ASDAL treasurer for registration. Given the proactive and careful work of the site planning team from WWU, the conference made \$899.44

A summary of the 2013 Conference finances is provided below:

Conference 2013 Financial Summary	
Income	\$9,803.50
Expenses	\$8,904.06
<b>Balance</b>	<b>\$899.44</b>

**May 15, 2014**

**(Final Monthly Statement of 2013-2014)**

### Financial Information:

Union Bank & Trust

Checking—Association (April 30, 2014)	\$17,900.29	
Checking—Conference (May 13, 2014)	\$ 4,885.50	
		Total: \$ <b>22,785.79</b>

Lincoln SDA Credit Union (savings) (March 31, 2014)

Suffix A	\$ 150.61	
Suffix T	\$ 5,707.44	
		Total: \$ <b>5,858.50</b>



D. Glenn Hilts Scholarship Fund (as of March 31, 2014)  
Available for distribution as grants: \$ 11,058.00

Balance: **\$48,641.27**

**TOTAL AVAILABLE FUNDS:**

**\$77,285.56**

**Annual Financial Statement**

Below please find the Financial Statement for May 31, 2013 to May 31, 2014.

ASSOCIATION OF SEVENTH-DAY ADVENTIST  
LIBRARIANS ANNUAL FINANCIAL STATEMENT  
May 31, 2013 to May 31,  
2014

<b>Balance on hand May 31, 2013</b>	<b>70,044.98</b>	
<b>INCOME:</b>		
Checking Account (Administrative)		
Dues	1,375.67	
Subscriptions	10.00	
D Glenn Hilts Scholarship (March 31, 2014)	1,471.52	
Lincoln SDA Credit Union Savings Dividends (March 31, 2014)	18.58	
<b>TOTAL:</b>	<b>2,875.77</b>	
<b>EXPENSES:</b>		
Checking Account (Administrative)		
Supplies	(195.25)	
Plaques/Retirement gifts	(95.77)	
Travel-Representative to GC Archives Meeting	(653.52)	
Refund- Membership overpayment	(10.00)	
<b>TOTAL:</b>	<b>(954.54)</b>	
<b>Balance on hand May 31, 2014</b>		<b>71,966.21</b>
ASDAL Conference Checking Account		
<b>Balance on hand May 31, 2013</b>	<b>2,757.81</b>	
Deposits	5,975.25	
Payments	(1,697.56)	
<b>TOTAL</b>	<b>4,277.69</b>	
ASDAL Conference Checking Account		
<b>Balance on hand May 31, 2014</b>		<b>7,035.50</b>
<b>Total Balance on hand May 31, 2014</b>		<b>79,001.71</b>

Respectfully submitted to the ASDAL President on July 1, 2014,



Annette. D. Melgosa  
ASDAL Treasurer

Respectfully submitted July 1, 2014.

Annette D. Melgosa, ASDAL Treasurer, Walla Walla University Libraries, College Place, Washington  
([annette.melgosa@wallawalla.edu](mailto:annette.melgosa@wallawalla.edu))

**Motion** to accept the treasurer's report:

**Voted**

## **ASDAL Action Editor's Report : Submitted by Katie McGrath**

*ASDAL Action* is the official publication of the Association of Seventh-day Adventist Librarians. Its purpose is to keep members abreast of the association's activities, collection development projects and activities related to SDA materials, and the progress of SDA libraries throughout the world. It includes book reviews, bibliographies, and articles that keep SDA librarians up-to-date with the profession. It is published three times a year: fall, winter, and spring. Submission deadlines are October 15, January 15, and April 15.

Katie McGrath has been pleased to serve as *ASDAL Action* Editor for the past two years and is now handing the torch to another. As she steps away from this office, Katie wants to remind all of our readers that *ASDAL Action* is our publication, and therefore only as amazing as we are. In order to have a robust publication, members are encouraged, yea they are begged, to submit content. To submit an article for publication, please use Microsoft Word Format, Times New Roman, 10pt font, and single spaced type. Send these as email attachments to the *ASDAL*

*Action* editor.

We will vote on all coordinator's reports as a block.

### **Coordinators:**

Distance Education, Library services to off-campus students

Overseas Libraries Report: Cynthia Helms

Publicity coordinator: Shanalee Tamares: No report

Website coordinator: Kieren Bailey: No report

Business Session I adjourned: 3:37 pm

### **Presentation: Small Scale Preservation: Where to begin**

**Rose-Lee Power, Curator Adventist Heritage Centre & South Sea Islands Museum, Avondale College of Higher Education**

Approaches to Preservation

- ✓ What is valuable or what is worthless?
- ✓ Their Centre has an archives policy.
- ✓ Include an acquisition statement
- ✓ They have an access policy regarding controversial or confidential items.
- ✓ There are procedures for acquiring, organizing, handling, reformatting, and storing items.
- Loaning, copying, publishing, etc.
- Refusing records and a disposal schedule
- ✓ Donated items - donors are signing over rights to the institution
- ✓ Forms, (donation form, access form, etc.) donation form becomes a legal document

Appraisal - Enduring value - how do you decide?

Financial records, which ones do you keep permanently?

- ✓ Audit reports
- ✓ Final budgets
- ✓ Financial reports
- ✓ Significant expenditure and income
- ✓ Minutes, etc.

Have a retention and disposal schedule

- ✓ Administrative Records
- ✓ Policy files
- ✓ statements of function
- ✓ Organizational charts
- ✓ Name-based records
- ✓ Minutes of meetings

- Reports, i.e. annual reports

#### Personal Records

- Diaries, letters, postcards
- Photographs, films,
- Artworks, artifacts
- Books with significant author signature
- Sermon notes

#### Church Records

- Significant church programs
- Photographs, artworks, & artifacts
- Minute books, registers,
- Certificates, newspaper cuttings
- Journals, pamphlets, books
- Above all, abide by GC rules

#### Refusing and discarding records

- Involves minor administrative matters
- Does not meet your acquisition policy
- Not suitable for your archives
- Poor physical collection
- Difficult electronic format
- too costly to keep
- duplicate

#### Donation form includes

- Header who you are
- Space for the donor/s
- Description of item being given
- Copyright transfer
- I declare that: I am the sole owner - not stolen etc.

#### Format shifting?

- Legally some records must be kept in original format - in Australia
- Can make a copy but the original must be kept
- Life of media is limited, CD, audio, 16 mm film?
- Can you support/read the format in 1, 2,,5, 10 years' time?
- Appropriate storage conditions is critical to longevity
- Copyright

#### Physical Storage

- Buffers and protection - from dust, light, temperature extremes
- Boxes
- Tissue paper
- Ethafoam
- Tyvek - can use washed cotton cloth if you can't afford Tyvek
- Mylar
- Polyethylene bubble wrap
- Photographs - keep color and black and white separate

#### Preservation problems

- Poor storage and dust
- Building challenges

- ✓ Mold outbreaks
- ✓ Vermin attacks
- ✓ Water leaks
- ✓ Light exposure - UV issues
- ✓ Old adhesives
- ✓ Electrical interference
- ✓ Staples, metal rings
- ✓ Cataloging
- ✓ Display challenges
- ✓ Security - everyone had access to archives
- ✓ When cleaning up mold, wear a mask
- ✓ Had to put a dehumidifier in
- ✓ Monitor the humidity level
- ✓ Adhesives
- ✓ Use talc powder to cover sticky residues
- ✓ Sticky albums - scan or photograph them, then take them apart, take fishing line and slide it behind the photo

**Presentation: So, What makes a good finding aid?**

**Lori Curtis, Chair, Department of Archives and Special Collections Heritage Research Center, Loma Linda, CA**

- ✓ Definition of a finding aid: helps find what I'm looking for
- ✓ Types of finding aids
- ✓ What do we call them?
  - Register
  - Inventory
  - Calendar
  - Index
  - none of the above
  - my finding aids are Guides, maps to the collection
- ✓ What do you want it to do? What is your purpose?
  - Important information
  - Unique ID code
  - Repository information
  - Title
  - Date
  - Extent - linear feet, cubic feet, number of boxes, folders, items
  - Name of the creator
  - Scope and content
  - Arrangement
  - Biographical/Historical note
  - Access conditions or restrictions
  - Language
  - Terms governing use and reproduction
  - Provenance - where and when did you get the material?
  - Copyright
- ✓ Who created the finding aid
- ✓ Has the collection been digitized?
- ✓ Preferred citation form for the collection
- ✓ Processing history - any conservation treatments/ Items removed?
- ✓ Related materials
- ✓ Access Points

- ✓ Controlled vocabularies and specialized thesauri
- ✓ Library of Congress subject headings
- ✓ Thesaurus for use in College and University archives
- ✓ J. Paul Getty Research Library - Getty Art & Architecture Thesaurus
- ✓ Geographic
- ✓ Finding aid on the web – Keep abbreviations to a minimum
- ✓ To EAD or not to EAD  
Encoded archival description, an XML language
- ✓ MPLP?? more product less process - Lori disagrees with this  
Don't spend so much time processing and describing it.

## **Tuesday, July 8, 2014**

### **Worship: General Conference Auditorium 8:00am**

- ✓ **Dealing with difficult people**  
Saul - pride  
Laban - selfishness  
Sarah - had no child - hurt people - personal pain  
  
David dealt with Saul  
    Demonstrated a different spirit  
    Refused to cause him harm  
    Trusted God for justice  
Jacob dealt with Laban  
    With all my might I have served your father  
    Same three principles  
Sarah  
    Same three principles  
Titus 3:1-5

Remember, we ourselves are difficult people?  
Seek the love of God by His Spirit

### **Presentation: Adventist Archival and Manuscript Collections: Brief history, current state and future prospects**

#### **David Trim – Director, Office of Archives, Statistics and Research, General Conference of Seventh-day Adventists**

- ✓ Revelation 20:12
- ✓ There is something divine in keeping records, in the work that we do.
- ✓ Adventists are well aware of the importance of books and are reading people.
- ✓ Brief history of emergence of Adventist archives
- ✓ Current collections
- ✓ The future - should like to see happen and what needs to happen to see them flourish
- ✓ Records administration at the GC.  
Statistical office in 1904 at GC was established, Henry E. Rogers first GC statistical secretary  
SDA yearbook  
Statistical report
- ✓ Rogers was Head of stenographic staff, went to all meetings to take minutes for 40 years  
First Adventist photo bomber - appears everywhere in photos
- ✓ 1940s Statistical office responsible for some management of GC records
- ✓ Consideration given to beginning an archive in 1946.

- ✓ Claude Conard, was Statistical Secretary, 1941-1950  
Prepared number of card files and lists of materials that were held in the vaults of the Statistical office,  
Completed it in Feb 12, 1950 - the first listing of GC records
- ✓ In mid 1950s discussion of establishing a proper archives
- ✓ Nothing more done until 1970s
- ✓ 1973: formal creation of GC archives founded
- ✓ 1975: GC Office of Archives & Statistics founded (AST)
- ✓ May 1971 whole subject of General Conference archives and archivists is **now under study**.
- ✓ September 1971 give favorable consideration to the employment of an archivist at headquarters to organize and care for church historical documents in possession of the General Conference – but officers refer it back to the Special Items Committee.
- ✓ Things are rarely rushed.
- ✓ January 1973 a second report from Special Items Committee asked to give study to the subject of headquarters archives material and the need for an archivist at headquarters.
- ✓ Appointed an ad hoc archivists committee to decided what an archivists responsibilities should be
- ✓ Arthur White - make the archives available to researchers outside the headquarters.
- ✓ April 1973 presented to the Spring Meeting of the GC Executive Committee, need for an archivist here at the headquarters office. - "historical and cultural value to the church."
- ✓ May 30, 1973 Recommend to the Personnel Committee that Don Yost be invited to serve as General Conference Archivist.
- ✓ June 6 1973 Yost formally asked to accept the post and does so, starting July 1, 1973.
- ✓ 1975: Archives and statistics combined
- ✓ Yost's influence still felt today and is significant.
- ✓ Created the system of records groups that the GC Archives and Records Center still utilizes today and is copied by denominational archive around the world.
- ✓ Archives make a difference.  
Oral traditions are not always reliable.
- ✓ 2011 Office of Assessment and program effectiveness merged with statistics

#### Current State of Adventist Archives: Some reflections and observations

- ✓ How many "quilt rooms" are there in Adventist libraries? A sign that was a quiet room, but parts of the E was missing.
- ✓ The value of information is in relation to its accessibility.
- ✓ If there is a wonderful collection and nobody knows there is a records center or they are in a state of chaos, then it is almost as bad as if they had been thrown away and never kept at all!
- ✓ Before 1973 manuscript sources were available to SDA historians only in the Ellen G. White Estate offices and the archive of the Review & Herald Publishing Association.
- ✓ Now it is accepted that SDA scholars can have access to the original documents and so many other collections are beginning to emerge.
- ✓ Church members are encourage to donate family papers to libraries and archives; and money is starting to be donated as well.
- ✓ We can look forward to richer, more detailed and more nuanced histories of Adventism.

- ✓ CAR will remain a depository of record with strengths in all areas
- ✓ LLU has its strength in history of medical work
- ✓ PUC has strength in doctrinal and other controversies
- ✓ SWAU provides strength in Adventism in southwestern region of the USA
- ✓ Union College rich on mission history in China
- ✓ Newbold: strengths in Adventist history in Britain, Africa and Middle East
- ✓ Historical source collections frequently continue to be under-valued, with too-few resources and utilizing staff who have little or no training specific to archives, records
- ✓ Records have been burned or tossed in a dumpster.
- ✓ Other places, rare documents are lost because of humidity etc.

Vision for the future: view of someone charge by the church to take a wider, global view

- ✓ General Conference Archives determines and sets standards that **all** Unions, Conferences, Mission and Institutions are required to meet.  
Sections: BA 70 15 Vital Records
- 1. Consolidate rare/archival collections to achieve critical mass - need to integrate collections together
- 2. Create a network of archives to allow for strategic decision-making and collecting  
Archives have challenges different from those in libraries  
Goal - Libraries agree in collection policies, work cooperatively not in competition, don't all collect the same things, send things to other institutions
- 3. Create a network of Adventist archivists  
Support for what are isolated positions
- 4. GC and ASDAL provide more training for archivists, records managers  
There is a systemic problem of undertrained staff and under resources institutions  
Could do more training collaboratively, skill sets would be greatly enhanced
- 5. Create new resources  
More and better resources  
Libraries need to create finding aids  
Guides to sources on Sabbatarian and Adventist history in university and college libraries
- 6. Encourage organizations to be united to designate libraries in HE institutions as their archives.  
Need dedicated archives  
A records center in a headquarters will often be unable to handle historical research  
Librarians liaise with conference and union Secretaries - suggest that your library become their designated historical archive - sign a memorandum of understanding
- 7. Make Adventist Digital Library a reality  
Need to make available online, the greatest possible number and variety of historic sources.  
If ASDAL doesn't act, then church leaders will take charge and it may develop in ways that would be less than ideal.  
The key is: what form does it take?
- 8. Publicize archives and Adventist resources  
GC Archives is on Twitter @GCArchives  
Facebook  
Supply intelligent and spiritual factoids, photos, etc., all part of the quest to direct church members and especially young people to good resources.

The prospects for the future are bright, but greater cooperation and collaboration will be essential if we are to make the prospective future for Adventist archives and libraries a reality, rather than just a vision.

### **Presentation: Okay So What's in the Archives?**

**Heather Rodriguez-James – Archivist/Librarian, Oakwood University, Huntsville, AL**

- ✓ Heather did not expect to work in archives, she does not particularly like history.
- ✓ In the summer of 2011 she was invited to take part in a photographic preservation workshop

- ✓ There she learned that HBCU Photographic Preservation Grant and would be distributed to 10 libraries
- ✓ She knew Oakwood had to apply for the grant
- ✓ Had to show that Oakwood was deserving of the grant
- ✓ Reviewed the application, prayed over it and send it off
- ✓ Oakwood University was a recipient of the grant
- ✓ Grant process:
  - History of Oakwood
  - Description of the collection, over 17,000 photos
  - Timeline
  - Conservationist came to consult and evaluate the collection
  - Environmental site visit
- ✓ Received and placed 8 data loggers
- ✓ Received the grant check, \$50,700.
- ✓ Hired student interns
- ✓ Had to do a summer workshop
- ✓ Goal - rehouse 10,000 photos, did 12,000
- ✓ They will be working at securing additional funds
- ✓ Grant was extended to September 30, 2013
- ✓ Received \$8,000 additional
- ✓ Subscribed to PastPerfect online - archival software – [www.oakwood.pastperfect.com](http://www.oakwood.pastperfect.com)
- ✓ LibGuides for archives
- ✓ Used Omeka to help build websites [www.omeka.net](http://www.omeka.net)

## Break

### Adventist Resources Section Business and Update Session

**Jim Ford, Chair, Adventist Resources; Associate Director, Center for Adventist Research, Andrews University**

Membership of ARS working committee or program committee has two terms expiring.

Jim called for nominations.

Jim Ford

Heather Rodriguez-James

Nominations closed, **Voted on the two names**

Updates of happenings at various places

- ✓ Tim Poirer - vice director of E.G. White Estate
  - v. 3 & 4 of E.G. White Periodical Resource Collection have been published
  - Ellen G. White Letters and Manuscripts 1844-1859
  - All letters and manuscripts will be going online, coming out June 16, 2015, anniversary of her death
  - Letters now that are on microfilm will be available
- ✓ David Trim
- ✓ Lori Curtis – Loma Linda
  - At LLU recently hired a third position that we share with White Estate Branch Office, Paul Mwansa
  - All staff are relatively new, learning archives.
  - Are actively scanning, about to purchase another large bed scanner
  - Busy and making progress
- ✓ Chelsi Cannon – La Sierra University
  - Digitized school's yearbook and school newspaper
  - Will probably have around a 5 year time delay, because of privacy
- ✓ Joel Lutes – Pacific Union College



- digitizing the Campus Chronicle,
  - opening for a special collections librarian next year
- ✓ Alfredo Vergel – Southwestern Adventist University
  - manuscripts index, includes direct links to E.G. White online material
- ✓ Sabrina Riley – Union College
  - Medical Cadet Corp - 6 boxes - photos have been put online
  - motion picture preservation - working with a local person
- ✓ Clara Okoro, Nigeria
  - Digitizing - starting with documents 10 years old
- ✓ Margaret von Hake had a question: Is there a way to persuade the Adventist Accrediting Association to include institutional archives in its accreditation requirements?

Does anyone have ideas for Adventist Resources Section for 2015?

- ✓ ADL - how local libraries can contribute
- ✓ Another meeting with E.G. White directors might be helpful.
  - usually E.G. White directors meet a couple years after a GC session
- ✓ Theme of cooperation and coordination
- ✓ Each be thinking in own collection, what is unique, what is regional, institutional that could be shared with the world?
- ✓ Photographs unique to your campus or your area of the world

#### **Presentation: ASTR Digitization workflow**

**Joshua Marcoe, Database/Web Developer, Office of Archives, Statistics and Research, General Conference of Seventh-day Adventists**

- ✓ How we prepare, scan, verify and store our content
  - Preparation of metadata
  - Preparation of content
  - Verification of content
  - Verification of completed project
- ✓ Preparation of metadata
  - Pull it out of our records management software - Versatile
  - Barcode is read by scanner - pushed into SharePoint
  - Joshua showed an example of a cover sheet
- ✓ Acquire boxes of paper documents (folders) from GC departments
  - Input appropriate metadata for documents into Records Management software (Versatile)
  - Affix barcode labels from Records Management software to boxes
  - Export metadata from Records Management software
  - Sanitize metadata by removing any unwanted information, if necessary
  - Import metadata into verification spreadsheet (Microsoft Excel)
  - Print coversheet for each document (via Microsoft Word linked to Excel)
- ✓ Preparation of content
  - Record box scanning start date and employee name in log book
  - Remove all paper clips, staples, pins from the content
  - Reposition nonstandard sized paper within the stack to facilitate feeding into scanner (dependent on scanner model and paper size)
  - Separate content that may conceal useful information on the page it is attached to (e.g. large photographs taped to an application)
  - Insert the correct coversheet at the beginning
  - Ensure all pages are scanned
  - Delete blank pages, rescan misfeeds, and rotate page, if necessary
  - Convert scan to PDF and TIF formats and move to appropriate destination (automated by scanning)

- software)
  - If necessary, correct index errors, remedy faulty network connections, and delete previous processed duplicate files
  - Ensure all documents within the active box have successfully processed
  - Record box scanning end date in log book
- ✓ Verification of content
  - Verify that all documents within a box have successfully processed
  - Metadata is consistent between records management software, excel, coversheets, filenames and SharePoint
  - PDF files are in the proper destinations
  - TIF files are in the proper destinations
- ✓ Project Finalization
  - Each box gets verified
  - Must account for every box
  - Once whole project is complete, verify that all documents, boxes, PDFs and TIFs are accounted for and appropriately located.
- ✓ We have a system for multiple backups and checks, partly to see that all is correct, and partly to make sure things are usable several years down the road, no digital decay

**Religion Collections at the Library of Congress: Finding Faiths at the Largest Library in the World**  
**Cheryl Adams, Reference Specialist and Recommending Officer for Religion, Library of Congress**

- ✓ Work primarily with materials after 1801
- ✓ Have colleagues in Hebraic and Asian collections
- ✓ Want to give some highlights of the collections
- ✓ History of Library of Congress
  - Built in 1897
  - Original building built in 1800
  - In 1814 capital was burned and the collection was burned
  - Thomas Jefferson needed funds, he offered his personal collection as a replacement for the collection that had burned. There was sharp debate about this in Congress.
  - In 1815 Congress purchased 6,487 books for \$23,950. Jefferson provided a complete inventory of his collection
  - A Christmas Eve fire in 1851 destroyed about 2/3 of those Thomas Jefferson books.
- ✓ Agreed a separate building was needed, so a building was built to house the growing collection
- ✓ Have two other buildings besides the Jefferson building.
- ✓ Wealth of the Collections
  - Includes 130 million items
  - Get about 10,000 items per day
- ✓ The library has 20 reading rooms
  - They are organized by Geographic regions, subject, format
- ✓ Asian Reading Room - China, Japan, Tibet, Southeast Asia
- ✓ African and Middle Eastern Reading Room - Arabic and Judaism
- ✓ American Folk life Center
- ✓ Humanities and Social Sciences - portal to the main reading room
- ✓ Rare Book and Special Collections - 43% of all books published before 1800
- ✓ Geography and Map - about 4.5 million maps
- ✓ Manuscript Reading Room

- ✓ Performing Arts Reading Room
- ✓ Exhibitions - current and past: an online resource for religion topics
  - Religious beginnings of America
  - Jewish life in America
- ✓ Who can use our collections?
  - Must be 16 and older, can use the library

## **Breakout Sessions 2:15-2:45**

Directors

Archives and Special Collections

Technical Services

Access Services/Public Services

## **Business Session II**

Warren Johns officially called the meeting to order at 3:05pm

### **Directors' Report: Per Lisle**

- ✓ Renovating an area generally leads to increased use.
- ✓ Reducing the reference collection to a minimum can make additional space available.
- ✓ What is the best way of disposing of material edited out of the collection?
  - selling a possibility, but not always cost effective
  - shipping often too costly to make transfer to other libraries a viable option
  - dumpster sometimes the only viable option
- ✓ Basic standards for school, college, university libraries should be included in AAA accreditation requirements. "AU will assist with library resources" or "we will use eBooks" not satisfactory solutions.
  - I. Professional librarian
  - II. Librarian member of professional body to have access to professional development
  - III. Web presence
  - IV. Benchmarking with peer institutions

### **Special Collections Report: Lori Curtis**

- ✓ Talked about the need of the managers, archivists - how to get support and training
- ✓ Is there a need for records management, archivists, preservationist section of ASDAL?
- ✓ How can we make ASDAL more relevant to those out in the field in churches etc., even at colleges
- ✓ Need to educate administrators on the need for archivists

### **Technical Services Report: Genevieve Singh**

- ✓ Talked about ADL and how more equipment would be needed for migrating
- ✓ Procedures at our libraries
- ✓ Authority records
- ✓ Who is doing original cataloging?
- ✓ SDA Classification - if there needs to be additions or deletions on the website, let Felipe Tan know.

### **Public Services Report: Marge Seifert**

- ✓ Public Services group talked about social media reference, what is used and how it is done.
- ✓ Question was asked about how many libraries continue to have a staffed reference desk
  - Some libraries staff a reference desk, others do not
  - Talked about taking reference to other areas on campus
    - Twice a week in the cafeteria
    - Outside on the lawn, under a tent
- ✓ Reference stats, same or more or less than 5 years ago?
  - Answers varied, some stayed the same, others said more
- ✓ Led to a discussion about using student workers to answer reference questions

- Some libraries actively discourage student workers from answering questions except for basic ones
- Other libraries actively train and use students. Students get extensive training- gives students buy- in to their job - students are very loyal
- Another university is reorganizing the Writing Center to be the Research and Writing Center. That area will be the first stop for more basic questions, they can call in a librarian for more in-depth questions.
- ✓ Mentioned flipping the classroom, pushing reference books during instruction sessions

**Lauren Matacio and Terry Robertson** from Andrews presented an idea.

- ✓ Several work at institutions where publishing is an important part of promotion
- ✓ Adventist librarianship is worth writing about
- ✓ Proposal for a Festschrift publication that would provide a venue for SDA librarian to publish research and develop a body of professional literature that addresses the needs of SDA libraries and librarians.
- ✓ Discussion:
  - A festschrift may not be the only way to go, maybe just publish one issue a year
  - It should be widened enough to include archivists
  - Have a shortened issue to help it materialize
  - The idea is that it wouldn't be a yearly publication, but an occasional publication. We want to create ways to create a body of literature and published things of interest to SDA librarians.

Business Session II closed at 3:30pm.

### **3:30-5:00pm**

**Tours** were given of the Office of Archives, Statistics and Research, the Ellen G. White Estate and the General Conference Library.

## **Wednesday, July 9, 2014**

### **Tour Day**

- ✓ Washington Adventist University
- ✓ National Cathedral
- ✓ Library of Congress
- ✓ Folger Shakespeare Library
- ✓ Franklin Delano Roosevelt Monument
- ✓ Martin Luther King Monument
- ✓ Union Station for supper and shopping

A great time was had by all!

## **Thursday, July 10, 2014**

### **Worship: General Conference Auditorium 8:00am**

What is the greatest need in the Adventist church today?

- ✓ Revival
- ✓ Luke 24:16-32, story of road to Emmaus
- ✓ Disciples were down, discouraged
- ✓ We need to seek revival in our lives by asking God to draw near to us and by reading His Word.

**ANNOUNCEMENT: Please send all ASDAL presentations to either Shan Tamares or Lori Curtis so they can be added to the ASDAL website.**

**stamares@llu.edu**

**lcurtis@llu.edu**

## **Presentation: The National Archives: Our Nation's Past in Bits, Bytes, and Boxes**

### **Rick Blondo, Compliance Manager, National Archives and Records Administration**

- ✓ Franklin D. Roosevelt signed the legislation to establish the National Archives in 1934.
- ✓ National Archives has over 12 billion pages of paper documents
- ✓ 10 million maps, plans, and charts
- ✓ 7 million architectural and engineering drawings
- ✓ 27 million aerial images
  
- ✓ Have about 400 staff members in the College Park facility
- ✓ Have permanent records of Executive Branch Records
- ✓ Showed a number of very interesting documents – from Eisenhower, a speech written for President Nixon - things that were not actually delivered and others that were
  
- ✓ Have a new permanent exhibit - the Public Vault
- ✓ Much of that is available online
  - Ancestry.com
  - World Digital Library, Wikipedia, Flickr, YouTube and others
  
  - Think about a connection with the Federal Government when you do research on a topic
  
- ✓ Website of the National Archives [www.archives.gov](http://www.archives.gov)
  
- ✓ Shared some almost unknown information on Desmond Doss from the Harry S. Truman library scanned documents
- ✓ Letter to Mrs. Roosevelt from Harry Truman, December 6, 1946

Rick invited all to contact him as needed. Rick.Blondo@nara.gov

## **Presentation: ArchivesSpace**

### **Alfredo Vergel, Public Services and Special Collections Librarian, Interim Director, Ellen White Research Center, Southwestern Adventist University**

This talk is about Managing Archives and Keeping your Sanity

- ✓ Problems related to managing an archive are different from the way a library is managed
- ✓ Are challenges in keeping an acquisitions record
- ✓ Someone donated something, now they want it back
- ✓ You didn't secure rights
- ✓ Want to make things available to your users
- ✓ You must update the finding aid, the acquisitions record, etc.
  
- ✓ Yesterday's solutions
  - Typed finding aids
  - When something needs to be changed, you must update all the finding aids
  - Could have an Excel file, could use the Excel file update your Word documents
  - Could describe the records in MARC through library system
  
- Example: Rust collection was in boxes, then someone wanted them in fireproof cabinets.
- Had a paper copy of the finding aid, there is a digital copy on a computer somewhere, but I can't find it. So, it will have to be redone at some point
  
- 21st Century Solutions
  - Past Perfect - a solution for museum software
    - may not show the relationship of the items
  
- ✓ ARCHON from University of Illinois at Urbana-Champaign - developed from a grant from the Mellon Foundation

- Was user friendly, easy to navigate
  - Has forms, lowers level for skills needed to be able to use
  - Funding for the initiative was not renewed
- ✓ Archivists Toolkit - consortium of universities received a grant
  - Weakness - was not web based
  - Had to install software in every computer you wanted it to reside
  - Needed technology know-how to make it work
- ✓ ArchivesSpace
  - First developed in 2012, released last year
  - Open source software
  - Can preview by going to [sandbox.archivespace.org](http://sandbox.archivespace.org)
  - Username and password: admin
  - Is a flexible software
- ✓ How it works
  - MySQL - creates a blank database
  - Install the application ([archivespace.org](http://archivespace.org)) on a server
  - Goes to cloud when someone wants to use it
  - Discovery interface can talk to ArchivesSpace

## **Break**

### **Special Business Session 10:45am**

Paulette Johnson: short report on the Adventist Digital Library.

#### **Motion:**

- ✓ That ASDAL approve partnering with the Office of Archives, Statistics and Research, the Ellen G. White Estate, and the Center for Adventist Research in the Adventist Digital Library initiative.  
**Voted unanimously**
- ✓ Five years ago the ALICE Council voted \$10,000, and \$5,000 from ASDAL membership as a one-time allocation to ADL.

#### **Motion**

- ✓ That ASDAL and the ALICE Council release the funds voted in 2009 in support of the Adventist Digital Library. \$10,000 from ALICE Council and \$5,000 from ASDAL.  
**Voted**
- ✓ Merlin Burt made comments. It is a good day when we can work cooperatively.

Business session adjourned at 10:53am

### **Presentation: Adventist Keeping Places in Australia: An Introduction and Overview of Three South Pacific Division Facilities – Who Keeps What?**

**Rose-Lee Power, Curator, Adventist Heritage Centre & South Sea Islands Museum, Avondale College of Higher Education**

- ✓ Three entities:
  - South Pacific Division Archives,
  - Adventist Heritage Centre
  - South Sea Islands Museum
- ✓ Adventist Heritage Centre - located in the lower level of the library at Avondale College
  - Began in early 1970s
  - 2006+ - grown enormously
  - 2013 – added additional storage

- ✓ Collects, preserves and exhibits the history of the SDA church and its entities in Oceania
- ✓ Photo collection is most used collection
- ✓ Every year they photograph every building on campus
- ✓ Not limited by format - collect all formats
- ✓ History of Avondale
- ✓ History of individual churches
- ✓ Significant Adventist people - collect papers
- ✓ Church entities - Sanitarium, Adventist Media Network, Sydney Adventist Hospital,
- ✓ Signs Publishing, Pacific Adventist University
- ✓ Unions, Conferences and Missions
- ✓ Unofficial Adventist Groups
- ✓ Those against the church - Brinsmead movement, Good News unlimited group,
- ✓ Nicolici (reform group)
- ✓ Rare Adventist materials

#### Adventist Heritage Centre collects

- ✓ Minutes
- ✓ Documents, letters papers, sermon notes, etc.
- ✓ Photographs
- ✓ Recordings
- ✓ Textiles
- ✓ Books, pamphlets and serials - SDA
- ✓ Objects - SDA

#### South Sea Islands Museum

- ✓ Open limited hours, manned by volunteers
- ✓ Is the display end of the Adventist Heritage Centre
- ✓ Objects only
- ✓ Talked to local museums - received state of the art display cases that another museum was going to throw out.

#### South Pacific Division Archives

- ✓ Minutes
- ✓ Administrative papers
- ✓ Financial records
- ✓ Biographical records
- ✓ Departmental records
- ✓ Documents & photographs - small amount of those
- ✓ Caring for SPD Records Management

#### Future

- ✓ A new cultural/mission museum
- ✓ A visitor's center
- ✓ A front face to the church in the South Pacific Division
- ✓ Wait and see!
  - Small to medium complex
  - Will have approximately 7 galleries
  - Eatery
  - Small wooden church for weddings etc.

#### **Presentation: Utilizing an Embedded Librarian Service to Build Information Literacy Jessica Spears, Reference Services Librarian, Southern Adventist University**

- ✓ At Southern the Public Services team teach all the Comp 102 classes at least once, twice or three times

- ✓ We also are incorporated into most speech classes
- ✓ Southern Connections – the freshmen experience class
- ✓ Faculty requests
- ✓ Customized Research Guides + Handouts, videos, & tutorials + embedded librarian
- ✓ What is an embedded librarian?
  - Works closely with teaching faculty for a set period of time or throughout the course.
- ✓ Why an embedded librarian?
  - Anticipatory - know what the assignments are
  - Are part of the team with the faculty
  - Customized instruction to what the professor needs
  - Ongoing projects
  - Partnership with faculty and with students as well!
- ✓ Build on past instructional strategies
- ✓ Relatively easy to launch
- ✓ Building relationships & partnerships
- ✓ Need for change

#### Benefits

- ✓ For Student:
  - Point-of-entry
  - Instructional
  - Support
  - Relationships
- ✓ For Faculty:
  - Library support and instruction
  - Support their goals
  - Learning aids
  - Collaborative partnership
- ✓ Promoting service to faculty
  - Campus-wide email promoting service
  - Handouts
  - RefWorks file with research that backs up embedded librarianship
  - Coverage in library newsletter
  - Direct email to specific faculty
  - Course research guide
- ✓ Connecting with students
  - Class presentations for on-campus courses
  - Meet students where they are - are on social media
  - Information Archive
  - Customized handouts & video tutorials Jing - free software - snipping tool
  - Have the software Articulate Storyline – create tutorials
  - Social Media
  - Creating specific groups within specific classes
- ✓ Looking back on the first year
  - 1 professor first semester, 12 second semester
  - Lot of increased growth
  - 100% recommended the service
  - New instruction methods & integration
- ✓ Student feedback
  - Direct library contact
  - Knew "who to ask" for assistance
  - Repeat customers, students come back to see me for other questions



- ✓ Lessons learned
  - Set deadlines (and politely stick to them)
  - Need to start at the beginning of the class
  - Communication is very important
  - Online students - so unique - find ways to reach out
  - Faculty & librarian partnership
  - Organization is essential - put assignments into personal calendar
  - Take risks and act outside of the box
  - Put ideas into practice
- ✓ Looking ahead
  - Interest in graded information literacy assignments as part of course modules
  - Growth in numerous departments
  - Promote the service in departmental meetings
  - Future expansion of service - include more librarians as it grows
  - Research partner for faculty scholarship

## **Lunch**

### **Business Session III**

Warren Johns called the session to order at 1:10 pm

As the membership of committees change, committees should choose their own chair.

Warren, as ASDAL chair, suggests that Jessica Spears take over as chair of the Scholarship & Awards Committee.

### **Coordinators Reports**

#### **Overseas Libraries Report – July 2014**

Cynthia Mae Helms, Overseas Libraries Coordinator, 2012-2014

This year, I started the International Libraries column in *ASDAL Action* which featured one library in each of the three issues. I developed guidelines for the writing of the article, contacted authors, and edited each article prior to submission to the editor. Thanks to the librarians who provided the articles about Northern Caribbean University ([Jamaica](#)), Middle East University ([Lebanon](#)), and Central Philippine Adventist College ([Philippines](#)).

#### **India**

I had the opportunity to promote ASDAL to Dr. Justus Devadas, president of Spicer Memorial College, during his Oct. 2013 visit to Andrews University. He put me in touch with Jane Jesudhaseon, the librarian of the College.

#### **Rwanda**

Upon the recommendation of Andrews University International Development Program director, I contacted Stephen Econyu, librarian of Adventist University of Central Africa in Nov. 2013, and encouraged him to be a member of ASDAL.

#### **Congo**

In Jan. 2014, I helped Martha Akyiano prepare for her role as Supervisor of the Circulation Department at the Adventist University of Lukanga, Congo.

#### **Note**

This report brings my term to a close. Thank you for your support and interest in SDA libraries around the world.

**Motion** to accept the report **Voted**

### **Oversees Chapters:**

Inter-America: Grace Carr-Benjamin - got a response from only one person at the invitation to come to ASDAL

### **Scholarship and Awards Committee Report**

#### **Marge Seifert**

- ✓ The Scholarship and Awards Committee was pleased to award two \$1,500 scholarships from the D. Glenn Hilts Scholarship for the year 2013-2014 to Rebecca Brothers and Ashlee Chism.
- ✓ Rebecca is attending the University of Washington to obtain Master of Library and Information Science degree. She is a member of the student chapter of the Special Libraries Association, as she is interested in medical and corporate libraries. However, her professional interests also include academic libraries, archival work, research librarianship and database development/administration.

- ✓ Ashlee is pursuing a Master of Science in Information from the University of Michigan. Currently, she is specializing in archives and records management, giving her skills to work in a library or archive once the degree is completed. Ashlee is also interested in improving the way library systems work around the world.
- ✓ Ashlee reported that her university doubled the amount of scholarship, so she received a total of \$3,000.

Thank you to each committee member for their work on the Scholarship and Awards.

### **SDA classification Committee**

#### **Felipe Tan**

Felipe Tan will revise the SDA schedule and will present it at the 2015 conference. Any corrections or additions, any changes should be suggested by the end of 2014. Please send these changes to Felipe at [tan@andrews.edu](mailto:tan@andrews.edu).

**Site planning Committee Report:** Kieren is not able to be here this year.

The following are plans for future ASDAL Conferences:

- ✓ 2015 Southwestern Adventist University - Texas
- ✓ 2016 Adventist University of Health Sciences - Florida
- ✓ 2017 Invitation from Newbold College
  - **Motion** to have the International Conference in 2017 at Newbold College **Voted**
  - Possibility that ASDAL could meet with E.G White officers at that time
- ✓ 2018 ALA is in New Orleans - in somewhat close proximity would be an institution in the south

### **Website Coordinator Report**

#### **Report: Kieren Bailey**

- ✓ This year we switched from our files be housed by Southern Adventist University to iPage hosting our files online. Other than that we moved to online registration and payment for the ASDAL Conference. Other than that it has been a pretty quiet year, but those are two major achievements. It has been a pleasure being the Website Coordinator and I wish the next person well as my term is now up. Sorry I couldn't be with you all this year.

**Statistics Committee** - no report

### **Academic Rank and Tenure**

David Trim had a question regarding the purpose of the committee

In several institutions librarians are not faculty, and the committee has put together criteria for this purpose. Constitution and Bylaws Committee needs to look at the following: Academic Rank and Tenure is not listed among the standing committees.

### **ALICE Council Report**

#### **Paulette Johnson**

1. Membership remains at 18. 1 inactive member. Three inquiries this year—Weimar and Middle Tennessee College of Anesthesia n TN and Lakpahana University, Sri Lanka....
  2. Renewed all 12 databases or variations thereof for 18 institutions with a total spend of \$257,132, up (\$12,032) from 245,100 in fiscal year 2012-2013. With these databases, 6 additional databases still come free.
  3. ALICE's Financial Statement – Income of \$39,107.45
  4. Appreciation to Lee Wisel, ALICE's Secretary, who is retiring Sept. 1, 2014.
  5. Per Lisle will assume the role of Secretary
  6. Carolyn will continue as Project Manager
  7. ALICE Council presented a motion to ASDAL in support of ASDAL's partnership in the Adventist Digital Library. The motion was unanimously approved.
  8. ALICE Council also presented a motion to ASDAL that ASDAL releases funds voted in 2009 (10K from ALICE & \$5K from ASDAL) to the Adventist Digital Library. Motion was unanimously approved.
- ✓ **Voted Action:**  
ASDAL approves partnering with the Office of Archives, Statistics, and Research, the Ellen G. White Estate, and the Center for Adventist Research in developing the Adventist Digital Library. Additionally,

that ASDAL empowers the ALICE Council to negotiate a Memorandum of Understanding on behalf of ASDAL.

#### **SDA Periodical Index Board**

- SDAPI Board did not meet separately, but joined the ALICE Council.

#### **Adventist Resources Section Report**

##### **Jim Ford**

- Most ASDAL members were present at the ARS Section and know what took place.

#### **School Librarians section**

- Warren received an email from Petra Duersch,
- Exhibited some dismay, she has tried to rally the troops. Wondered what ASDAL could do for School Librarians' Section
- ASDAL has been perceived as not relevant to archivists. That is not true. The same is true for secondary librarians.

#### **Motion:**

To accept reports of coordinators and standing committees as a block.

#### **Voted**

#### **New business:**

- Do we need a pre-session for archivists?
- Adventist Digital Library
- David Trim: Thank you to ALICE and ASDAL for the approval of the funding.
- We are confident that the ADL can go live by next June and increase the amount of content available. This is a historic day.
- Who is responsible? There are four entities involved.
  - Archives, Statistics and Research
  - CAR
  - E.G. White Estate
  - ASDAL is a partner
- A board has been proposed with members from all the entities

#### **Larry Onsager**

- There is a need to elevate information literacy oversees

#### **Motion:**

- Authorize the ASDAL Executive Committee to consider the idea of becoming a publisher.

#### **Voted**

#### **Motion:**

- Propose that the incoming president appoint an ad hoc committee to draft accreditation standards for Adventist college and university libraries to recommend to AAA accrediting.

#### **Voted**

#### **Motion:**

- ASDAL Conference include a pre-meeting for Manuscripts, Archivists, and Records Managers.
- Discussion: suggested that it is better if the meetings take place interspersed with the other meetings. As this practice is started, let the meeting be a pre-meeting.

#### **Voted**

Adjourned Business Session III at 1:53pm.

#### **Presentation: Mystery Photographs, Creative Exhibits, and other Adventures with Undergraduate Students in the Archives**

**Sabrina Riley, Library Director, Union College**

- ✓ What use are special collections and archives to an undergraduate college?
  - There was a lack of organization in the large collection.
  - Campus where people didn't have the innate value of such a collection.
  - Topics that students use are limited to the collections that we have available
  - Another valuable resource - Connecting to Collections Bookshelf
  - <http://www.ims.gov/collections/>
- ✓ Used three prong approach
  - Student employee - student working specifically in the Heritage Room
  - History professor - specific projects
  - Internships and honors projects
- ✓ Collaboration with other people - finding those key people who were interested and could help make this happen
  - Worked closely with Advancement
- ✓ Benefits of employing students
  - More dependable than volunteers who are not very dependable
  - Creativity - Comparing pictures with yearbook photos
  - Retention - keeping employees and keeping students on campus
  - Generates new interests
  - Connectedness
- ✓ History of SDA Church
  - Dr. Ed Allen, member of college archives committee
  - Mostly education majors, some theology, and the rare history major
  - Pro: Increased variety in the number and type of topics covered
  - Con: Mixed quality of work
- ✓ Students choose from a list of projects created by Dr. Allen and Sabrina
- ✓ When projects are finished, they are placed in the Heritage Room
- ✓ Project examples:
  - John G. Marvin letter
  - Eugene William Farnsworth diary - child # 6 of William Farnsworth
  - Mystery photograph #1
  - Ben Anderson - Ling family
  - Mystery photograph #2
- ✓ This year's theme: surprising connections
  - Paul Lamont Thomson - president of Union College in late 1920s and race relations
  - Theologically liberal and socially conservative
  - Edgar and Jacob Allee's escapades reported in Faculty Minutes 1891-1894
- ✓ Other projects Exhibits
  - Knights of the Castle
  - Remembering Jorgensen Hall
  - Medical Cadet Corp
  - Golden Cords
- ✓ Honors Thesis Research
  - Medical Cadet Corp storyboard
- ✓ Making collaboration work
  - Maintain a list of potential projects
  - Divide them in to "right sized" pieces
  - Fit projects to the individual
  - Provide structure
  - Know the grading faculty member's expectations

### **Using an Institutional Repository as a Platform for Digital Archives and Research**

#### **Deyse Bravo Rivera, Periodicals and Special Collections Librarian, Southern Adventist University**

- ✓ What is an institutional repository?

- ✓ Several definitions were given
- ✓ Benefits of an IR:
  - Stability and storage
  - Research management tool
  - Remote research collaboration
  - Increased visibility of material
  - Showcases the university's intellectual caliber
  - Creates a new form of scholarly communication
- ✓ Why do we need an IR?
  - Need for digital storage - stability, space and safety of digital archives
  - Sponsorship for growth of research - student and faculty research
  - Students live on the efforts of exposure, IR gives them that exposure
- ✓ KnowledgeExchange@Southern [www.southern.edu/knowledgeexchange](http://www.southern.edu/knowledgeexchange)
- ✓ Used Digital Commons
- ✓ Deyse and library director talked
- ✓ Deyse did a presentation for Undergraduate Council
- ✓ That body gave the go ahead
- ✓ Deyse went through the steps of how KnowledgeExchange works
- ✓ How do we promote the IR?
  - Word of mouth
  - Social media
  - Student newspaper and newsletter
  - Advertisements
- ✓ Challenges
  - Price
  - Set-up time
  - Faculty participation
  - OCR-ing is a thorn in my side
- ✓ Items in KnowledgeExchange are being used
- ✓ Statistics were shared
- ✓ Lessons learned
  - Patience
- ✓ Future goals:
  - Continued growth
  - Two more journals
  - Increased faculty participation
  - Every department represented
  - Greater addition of archives/special collections

## IR Software

- ✓ Open Source:
  - Dspace
  - Eprints
  - Fedora
  - Invenio
  - SobekCM
- ✓ Hosted:
  - DigitalCommons
  - SimpleDL

## **"My Education as an Adventist Archivist"**

### **Benjamin Baker, Assistant Archivist, General Conference of Seventh-day Adventists**

- ✓ A personal meditation, very brief talk
- ✓ Began as a graduate intern in 2011
- ✓ During internship, got to do the things I love
- ✓ My education as an archivist began with love
- ✓ I've always had to do things for meaning, prayed God would give me a job infused with meaning
  
- ✓ Had a trial in my life, a crucible, before I took this position
- ✓ You see what God took you through to take you to where you are
- ✓ You know you are in a position for a real purpose
  
- ✓ GC Archives is not a department, but an Office
- ✓ When an item is used to fulfill the mission of the church, that is amazing
- ✓ At Andrews I see the marriage of the scholarly and the mission
  
- ✓ Information is power
- ✓ Your library or archive is a nuclear powerhouse
  
- ✓ Deem it our duty to help and to serve
- ✓ Do this by taking what we have in the archives and disseminating it to the public
  
- ✓ Lord said, "It is more blessed to give than to receive."
  
- ✓ If you are managing or knowledge or information repository, it is your duty to share
- ✓ Set a goal for yourself,
  - To improve your website
  - Teach a class
  - Write an article
- ✓ Sharing also means making things available
- ✓ Sharing knowledge and wanting to get it out
- ✓ One of our chief tasks is to inspire others
- ✓ Need epic selling to the average person
- ✓ There is a notion, together we know everything
- ✓ If you don't know it, someone else can find it
- ✓ Encourage us to work together more than ever
  
- ✓ Librarians/archivists work is never done
  
- ✓ Shared a quotation from Ellen G. White
  - "There should be a library in every sanitarium, there should be a library in every family."
- ✓ Gave advice to many libraries as to how to keep their libraries
  
- ✓ Knowledge repositories inspiring mission
  
- ✓ Question:
  - How are we tapping into the oral history? Example such as in Africa where history may not be written down.

## **Adventist Learning Community - A vision for the Future**

### **Larry Blackmer, Vice-President for Education, North American Division of Seventh-day Adventists**

- ✓ The Adventist Learning Community has grown
- ✓ Vision is an Adventist learning community - Everything Adventist

- ✓ Right now we don't know what each department and other entities create
- ✓ Are starting to create materials for 100% of Adventist young people
- ✓ 30% of Adventist young people are attending Adventist schools
- ✓ Ought to have one place in the church you can find any resource ever created
- ✓ That is the Adventist Learning Community
- ✓ That has the capacity to change the structure of the Adventist church
- ✓ Needed someone to run the Adventist Learning Community
- ✓ Dr. Adam Fenner, 30 year old that has taught me a lot in the last year
- ✓ Have a full time tech person
- ✓ Have a development director coming Aug. 1
- ✓ YouTube - Adventist learning community
- ✓ Will have a working prototype by January 2015
- ✓ Want to show the big picture, the Gestalt
- ✓ Need your support, need your commitment, evangelistic fervor

#### **ASDAL Banquet, General Conference Dining Room, 6:00 pm**

- ✓ A lovely meal and music was provided
- ✓ Resolutions read by the Resolutions Committee (attached to the minutes)
- ✓ Card and gift card was given to Marge Seifert on her retirement
- ✓ Appreciation given to Lee Wisel for her many years of service. Lee was presented with the Distinguished Service Award, a Frank Lloyd Wright book, and a card.
- ✓ The gavel was transferred from Warren Johns, outgoing ASDAL President to Lori Curtis, incoming ASDAL President.

### **ASDAL 2014 Resolutions**

*Steve Sowder, Alfredo Vergel, Patrick Benner, Deyse Bravo Rivera (absent for the presentation)*

S: First resolution is that the stubbornness award should be awarded to the resolutions committee because we refused to remove a member who had been elected. We ignored the direct command, but we don't want to give ourselves the ignorance award.

A: We resolve to commend Paulette McLean Johnson, Alfredo Vergel and Lauren Matacio for their nominations of a fully dysfunctional resolutions committee.

P: And we resolve to commend Sabrina Riley for her artful way of bowing out of the resolutions committee.

S: Steve Sowder's list of want-tos and pet peeves

I want to be the first to report,

I want to welcome you,

I want to make a motion,

I want to give each of you a new car,

I want to tell you my pet peeve,

Which is the acceptance of people saying they want to do something without actually doing it.

Instead, say welcome! I move...,

There is a difference in saying I want to give you a new car and here are the keys to your new car.

A: A Resolution that we should hold the next international ASDAL meeting in DUBLIN so we can finally get to the core of the matter.

P: And a resolution that we will appoint Lori Curtis our Finding Aid Tour GUIDE so that it will NOT be kept short as promised.

S: A resolution to give special thanks to David Trim for introducing librarians to the concept of QUILT areas.

A: And also a thanks to David Trim for introducing us to the first pre-FaceBook, pre-selfie photo bomber, Harvey Rogers.

P: Resolution to appoint Rose-lee to the head of the mold-police at all future ASDAL meetings.

S: Also resolved that members of this committee were required to strain our translating abilities by interpreting the term “tick here” causing momentary panic in the Americans who are deathly afraid of TICKS.

A: We call for a resolution that we apply to the Guinness Book of World Records for the most librarians stuffed into an elevator.

P: We call for a resolution to augment the name of ASDAL to include Modern Archivists, Teachers, & Information Organization Newbies or... ASDALMATION

S: Resolution that, due to abysmal role modeling, the pedestrian safety award will NOT go to Paulette.

A: And we call for a resolution to award Larry the metal detector failure-of-the-year award.

P: We call for a resolution to submit a recommendation to the GC President that he find smiling, more friendly and better groomed looking Pathfinders to model mannequins after.

S: We resolve to commend incoming ASDAL president Lori Curtis for a well-planned conference including pizza for the apparently many newly-minted and voracious vegan participants and for providing a nostalgic gastric trip down memory lane for Jim Ford.

A: We resolve to reiterate ASDAL's appreciation of Jim Nix's seminal and leading roles in preserving and making available historical Adventist resources...including a yet-to-be-published personal interview with Ellen White!

P: We resolve to recommend the use of bullhorns instead of gooseneck conference microphones at all future ASDAL sessions so conference participants can be heard at all times from all places.

S: We resolve to commend Merlin Burt, Jim Ford, and Julie Johnson for the workmanship put into developing an ADL framework that includes partnering with ASDAL while assuaging our collective angst over the future of the SDAPI.

A: We resolve to recommend that ASDAL never again hold its conference during the World Cup in order to ensure the full engagement of otherwise potentially grief-stricken or victory-inebriated participants.

P: We resolve to recommend that Per Lisle give consideration to joining the increasing number of Britons who are trading in stiff upper lips for the occasional hug.

S: Thank you to the facility folks, audio visual, providers of the snacks, speakers, and organizers of the conference.

---