

ARCHIVES WEEK IN MONMOUTH COUNTY, NJ

MARAC, Philadelphia

November 9, 2013

Gary D. Saretzky

Historical Landmarks

- ICA, late 1970s, calls for Archives Week celebrations
- Archivists Round Table (ART), New York, begins annual events, 1989-
- Larry J. Hackman calls for national Archives Week, SAA Newsletter, 1991

Historical Landmarks

- January 1995, MARAC Steering Committee proclaims second week in October as Archives Week, 1995
- 2005, SAA proclaims October as Archives Month

MARAC NJ Caucus, March 1995

- Archives Week to be coordinated by NJ State Archives and NJ Historical Commission
- State Archivist Karl Niederer appointed to coordinate statewide event
- Monmouth County Library meeting space reserved for statewide event, October 12, 1996

Karl Niederer, Archives Day, 1998



Archives Week in Monmouth

- May 2, 1996, Karl Niederer resigns as Archives Week Coordinator
- May 24, 1996, Archives Week Steering Committee invited by Saretzky meets
- Steering Committee meets again in June and July 1996 to plan first event

Steering Committee, 1996



1996 Archives Day Program

- Archives and history organizations at exhibit tables (90 invited; 31 registered; 26 showed up)
- Lectures and seminars (10)
- All-day videos on preservation and conservation (11)

Lecture topics, 1996

- Victorian Era at the Jersey Shore
- Relationship of Indigenous and African American Cultures
- Using Internet for Historical Research
- Arcadia Picture Histories
- Reconstructing the Monmouth Battlefield
- MARAC and CAPES
- Researching Family History
- Exhibiting Primary Resources
- Researching Historic Sites with Primary Documents
- Historical Maps of Monmouth County

Archives and History Day



Table Exhibit, NJ State Archives Bookstore



Kalmyk American Culture & Arts Foundation



Puerto Rican Community Archives with Tara Christiansen of Monmouth County Archives



1996 ARCHIVES DAY, CONT.

- Award ceremony
- Meetings of groups: Advocates for NJ History and MARAC/NJ Caucus
- Officials' greetings & proclamation

Proclamation for 25th Anniversary of Monmouth County Archives, 2012



ARCHIVES DAY CHANGES, 1997-2013

- Name changed to Archives and History Day
- More exhibiting organizations (about 60)
- Keynote address by featured speaker
- Most lectures moved to weekdays before Archives and History Day on Saturday
- Larger annual exhibit by Monmouth County Archives

Exhibit in Library Lobby on 24 panels (discontinued)



Exhibit in Library Lobby 2013



Exhibit Case in Library Lobby (1 of 3)



Prohibition in NJ Exhibit, Library Gallery, 2013



End of Prohibition Cartoons (1 of 40 16x22" frames)



MORE ARCHIVES WEEK CHANGES

- Tours of the Monmouth County Archives
- No organizational meetings on Archives and History Day
- History & Preservation Section of New Jersey Library Association meets between Archives Week seminars
- Awards ceremony expanded

Gerald Ceres receives Jane Clayton Award from Claire French, 2006





Rita Fulginiti,
Cape May
County Clerk,
receives
MARAC/NJ
Award, 2007

NJ State Archivist Joe Klett receives Roger McDonough Award from Maxine Lurie



MORE ARCHIVES WEEK CHANGES

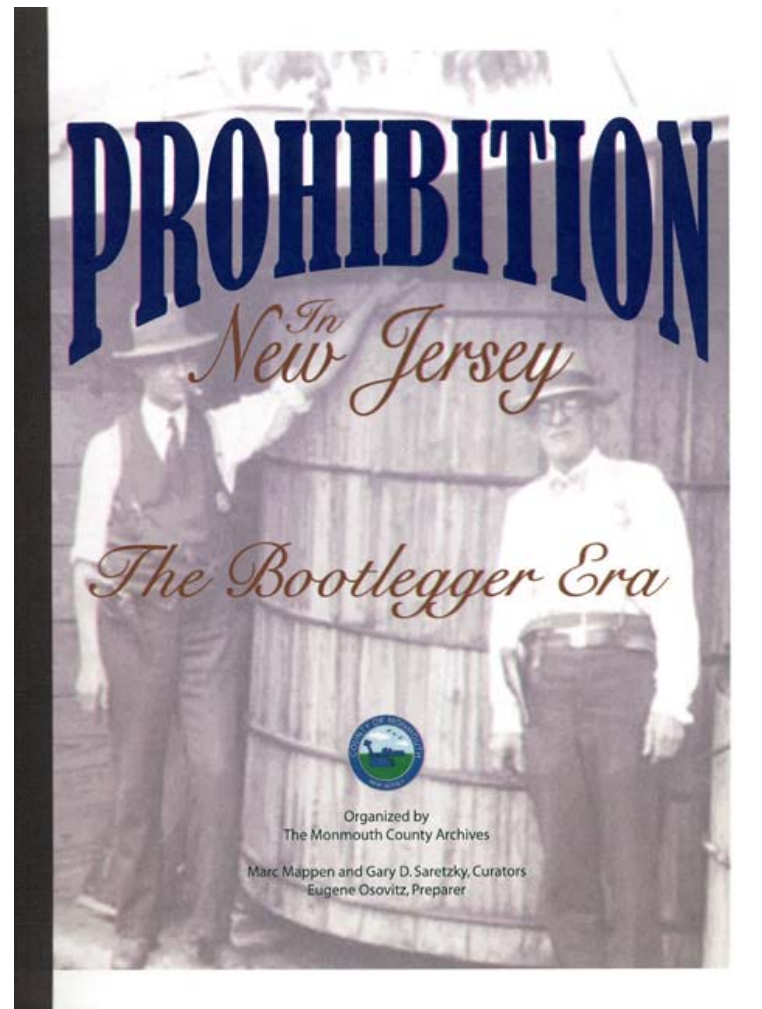
- History Game added as annual feature
- Responsibility shifts from Steering Committee to Monmouth County Archives
- Videos of keynote speeches added to website, if permitted
- Monmouth County Archives exhibit catalogs produced and added to website

Preparing for Exhibit

- Select exhibit theme
- Acquire and digitize exhibit items
- Write captions
- Print facsimiles
- Sequence exhibit items
- Write introduction and acknowledgments for catalog
- Obtain cover design for catalog from graphic designer
- Proofread, assemble and print catalog, post catalog to website
- Cut mats and frame exhibit items
- Produce and distribute publicity materials about exhibit

2013 Catalog

The Bootlegger Era: Prohibition in New Jersey



Bust of a still near Plainfield, NJ, by Paul Collier, 2013 Exhibit



Preparing for Archives Week

- Prepare checklist with tasks and dates
- Determine budget and secure funding from internal and/or external sources
- Select theme, invite speakers

Preparing for Archives Week

- Invite exhibitors and manage registration process and lunch orders
- Prepare program handouts, including evaluation form
- Produce and send out publicity on a regular basis

Preparing for Archives Week: Clayton Award

- Prepare nomination form and distribute to historical agencies
- Prepare nomination materials for Clayton Award Selection Committee
- Select and notify award winner
- Send out publicity about winner before event
- Order Clayton Award engraved object and plaque

Jane G. Clayton Awardees Plaques in Reading Room



Preparing for Archives Week

- Prepare History Game and obtain prizes
- Contract for food, exhibit supplies, keynote speaker
- Determine AV requirements for events
- Regular and varied publicity in months leading up to Archives Week

Preparing for Archives Week

- Select videos and dub to one DVD for Archives and History Day event
- Prepare list of videos for packets
- Prepare task list for staff and volunteers for Archives and History Day

Preparing for Archives Week

- Order extra tables needed for event
- Prepare list of exhibitors for program
- Design table layout and assign exhibitors to tables
- Email table list and map to exhibitors

Day Before the Event

- Set up 67 tables (six foot and 8 foot)
- Distribute chairs to tables according to how many will represent each exhibitor
- Cover tables with plastic table cloths

Day Before the Event

- Place table numbers, exhibitor signs, and program packets on each table
- Set up refreshment tables and decorations
- Test public address system

Archives and History Day tasks

- Assist elderly exhibitors unload vehicles
- Direct exhibitors to tables
- Hand out programs to public
- Set up and maintain morning refreshments

Archives and History Day tasks (2013)

- Staff Archives exhibit table and answer questions
- Set up equipment for PowerPoint
- Photography and video of event
- Screen videos and play music (1919 Victrola)

1919 Victrola Prohibition Era Theme, 2013



Archives and History Day tasks (2013)

- Color Guard flag presentation and pledge of allegiance led by County Clerk
- Greetings from Chairman of the Monmouth County Library Commission
- Greetings from Freeholder

Archives and History Day tasks (2013)

- Present awards (various presenters)
- Deliver pre-ordered lunches to tables (6 staff, about 10 tables each)
- Archives staff and volunteers fill in at tables for exhibitors who want break
- Introduce keynote speaker

Archives and History Day tasks

- Conduct Archives tour (3 staff)
- Select History Game winners (2 staff)
- Clean up, including folding up tables

After the Event

- Analyze evaluation forms
- Email evaluation forms if needed to get more responses
- Meet with staff to review event

After the Event

- Process photographs and video
- Email photos to VIPs
- Prepare final report for grant
- Start working on next year's event!

Benefits of Archives Week

- “Feel good about Archives” experience for VIPs
- Provide networking opportunities for historical organizations
- Publicity for Archives and other exhibitors

Benefits, continued

- Educational benefits of lectures, videos, and exhibits
- Large audience for awards presentations
- Enhance team spirit for Archives staff