

*Increasing African American Diversity in Archives: The HistoryMakers
Fellowship, Mentoring, Training and Placement Institute*

GRANT: RE-06-10-0080



The HistoryMakers.

INTERIM PERFORMANCE REPORT 1

JULY 1, 2010 – FEBRUARY 14, 2011

*Submitted by Daniel Johnson, Project Director and
Julieanna L. Richardson, Executive Director*

This is the first interim report for *The HistoryMakers* IMLS Laura Bush 21st Century Librarian Grant # RE-06-10-0080; *Increasing African American Diversity in Archives: The HistoryMakers Fellowship, Mentoring, Training and Placement Institute*. This report covers the period from July 2010 to February 2011.

Abstract

Increasing African American Diversity in Archives: The HistoryMakers Fellowship, Mentoring, Training and Placement Institute is conceived as a program to increase the number of African American archivists and archivists qualified to work with African American collections by a total of 12 archival professionals. The purpose of the grant is to increase the diversity of the archival profession, and to work towards increasing the total number of African American archivists' and those interested in working with African American archives and collections. Seventy-two percent of the funds requested are dedicated to the fellows' salaries.

The original goals of the Institute were to recruit, mentor, train and place 12 Master of Library Science graduates, 6 per year over 2 years at the following partnering archival institutions:

- Alabama Department of Archives and History, Montgomery, AL
[<http://www.archives.state.al.us/>]
- Amistad Research Center at Tulane University, New Orleans, LA
[<http://www.amistadresearchcenter.org/>]
- Avery Research Center for African American History and Culture at College of Charleston, Charleston, SC
[<http://avery.cofc.edu/>]
- Franklin Library at Fisk University, Nashville, TN
[<http://www.fisk.edu/Academics/Library/SpecialCollections.aspx>]
- *The HistoryMakers*, Chicago, IL
[<http://www.thehistorymakers.com/>]
- Maryland State Archives, Annapolis, MD
[<http://www.msa.md.gov/>]
- Mayme A. Clayton Library and Museum, Culver City, CA
[<http://www.claytonmuseum.org/>]
- Seeley G. Mudd Manuscript Library at Princeton University, Princeton, NJ
[<http://www.princeton.edu/~mudd/>]

The institute's goals include:

1. **Diversity.** Increasing the number of highly-skilled African American archivists and archivists working in African American archives by providing:
 - a. Hands-on archival training by professional archivists.
 - b. On-the-job training at major African American archival collections.
 - c. Instruction by respected African American scholars and subject experts.
 - d. Paid salaries combined with the support of a mentor and professional network.
 - e. Potential job placement
2. **Accessibility.** Increasing the accessibility of African American historical materials by having the Fellows process more collections and create finding aids using EAD and EAC-CPF descriptive standards. They will also create MARC records for deposit in local, regional and international library catalogs.
3. **Outreach.** Increasing the visibility of the archival profession and African American historical collections through public and community outreach programs.
4. **Network.** Creating a network of professionals with more in-depth knowledge of the nation's African American collections
5. **Recruitment.** Enabling the partnering institutions to effectively recruit and train African American archivists and archivists interested in working with African American collections.

The Institute includes a three-month intensive immersion residency program at *The HistoryMakers* archives to prepare the fellows for on-site nine-month residencies at participating African American host collections.

Institute Fellows will:

1. Be trained on current archival standards and best practices with a focus on African American subject matter.
2. Broaden their understanding of African American history and collections through lectures and field trips.
3. Increase the visibility of the archival profession and African American collections through public program/outreach efforts.
4. Become part of a professional network.

5. Submit proposals to and attend professional conferences on their work with the Institute.
6. Be hired, as budgets and work performance permits, by host institutions for at least one year following the Institute.

The goal of this grant is to build on the work of the past few decades, which has only increased the percentage of African American archivists by 1% in 22 years-- from 1.8% in 1982, to 2.8% in 2004. It has been acknowledged that this diversity disparity inhibits the profession's ability to serve African Americans—and Americans in general—and, adversely affects the accurate inclusion of African Americans in the archival record.

The plan is also to broadly disseminate the Institute's work through a wide variety of channels including a project website that will also be used for networking; outreach programs and a training manual that can be used by other institutions for their own training and professional development programs.

Original Goals For First 6 Months

Five goals were outlined for the first six months of this project.

1. Hire A Project Director
2. Hold 2 Advisory Board Conference Calls
3. Create and Disseminate Press Release
4. Develop and Distribute Recruitment Materials
5. Begin accepting applications

Progress Report

Since the beginning of the grant term, *The HistoryMakers'* staff successfully completed four out of the five project goals:

1. 2 Advisory Board Conference Calls
2. Create and Disseminate Press Release
3. Develop and Distribute Recruitment Materials
4. Begin accepting applications

Please note the following:

Advisory Board Conference Calls. *The HistoryMakers* held advisory board conference calls on August 6, 2010 and October 7, 2010. Also, in order to expedite the planning process, an in-person advisory board meeting was held in Chicago at *The HistoryMakers'* offices on October 17-18, 2010 instead of waiting until March 2011. The board meeting served as a way for almost all of our board members to meet each other, give advice and share their thoughts, ideas and concerns for the Institute's fellowship program. During the two-day board meeting, each host institution gave a presentation highlighting their institution's history, archival holdings and processing needs. (Please see **Attachment A** for more information on these presentations.) Over the next two days the advisory board discussed recruitment, outreach, curriculum, training and overall suggestions for the summer immersion programs. Overviews of the discussions and actions taken by *The HistoryMakers* staff are listed below. (Please see **Attachment B** for an overview of all minutes taken during this meeting.)

Recruitment and Outreach. In July of 2010 *The HistoryMakers* staff created a fellowship listing which was revised during the advisory board meeting in October. It was then distributed on a regular basis from October 2010 through January 2011. The advisory board provided additional suggestions for outreach including the HBCU Library Alliance, National Council of Black Studies, the ALA diversity chair, Trevor Dawes, jESSE (ASISI-L), and the SAA's Archivists of Color Roundtable. *The HistoryMakers* staff has conducted outreach in all suggested areas. *The HistoryMakers* utilized listservs to disseminate the fellowship listing including: Archives and Archivists of Color Roundtable, Association of College and Research Libraries, African American Studies Librarians, jESSE, SAA, Chicago Area Archivists, and African American History on H-Net. *The HistoryMakers* also posted the fellowship listings on *The HistoryMakers* website as well as on other job posting websites including: idealist.org, lisjobs.com, libgig.com, ALA JobLIST, Black Caucus of the ALA Job Post, and the ASALAH Career Center. In addition, *The HistoryMakers* staff directly called and e-mailed over 90 libraries, library schools and library associations asking them to help locate potential candidates and disseminate the fellowship listing. This dissemination list included Simmons College, The University of Texas at Austin School of Information, University of Michigan School of Information, University of Pittsburgh School of Information Sciences, UCLA Graduate School of Education & Information Studies, Alabama Library Association, Tennessee Library Association, University of North Carolina, Greensboro, The University of Illinois and the University of Indiana among others. Outreach will continue until the week of the February 15, 2011, application deadline.

The HistoryMakers staff worked with the advisory board to discuss the "perfect" fellow and the board made recommendations to revise the fellowship listing. The advisory board provided an extensive amount of feedback on the

recruitment process including how to best recruit project fellows. The advisory board suggested we provide a hyperlink to each host institution in the application, that we mention knowledge of social media in the fellowship listing, and that a community outreach component be added to the curriculum and listing. In addition, Howard Rosenbaum, Indiana University, suggested that each applicant explain their reasoning for picking their top three institutions. This procedure has been adopted and has been extremely helpful in learning more about the candidates and what they expect from the fellowship.

Many members of the advisory board, including Patricia Williams Lessane and Edward Papenfuse felt that limiting the fellowship to MLIS graduates would negatively affect the diversity of the candidate pool. The advisory board expressed the desire to include other MA graduates to apply for the fellowship. Although this advice was noted, *The HistoryMakers* staff consulted with IMLS Kevin Cherry who responded:

Julieanna:

Please give priority for the residency to MLS students with an archives concentration. You may also provide the scholarship to individuals with an MA in History or Public History, if those students have a concentration in archives. Since this grant program is designed to fund librarians, most of the residencies should go to individuals with the MLS.

Please do not provide the residency to individuals who have an MA in Public History or African American Studies who do not also have a concentration in archives.

Thank you for asking. I hope everything is going well with the project.

Kevin Cherry October 8, 2010

Each host institution also expressed the desire to have a fellow in the first year of the grant. *The HistoryMakers* staff has made placing 8 quality fellows a top priority if the applicant pool is robust enough to do so. Initially, 6 fellows were going to be placed in each year of the grant. However, at the host institutions' request *The HistoryMakers* staff will try to place 8 fellows in the first year and then 4 in the second year. This was not required in the grant, but IMLS stated that we could adjust our funding to do so.

Additionally 4 host institutions thought that a stipend of \$37,000 would not be enough, especially if the stipend did not also include health insurance. Most of our host institutions reported that a typical starting salary would be above \$37,000. Many of the board members, including Leah Kerr, thought it could be very challenging for the fellows to get by on a stipend of \$37,000. The host institutions were informed that \$37,000 was the maximum stipend that could be offered within the budget of this grant. Along with this, when the grant was initially written providing health insurance for the fellows was not considered. Rather than take the cost of health insurance out of the stipend, *The HistoryMakers* has made the decision to take on the cost of health insurance for any fellow who requests it.

Recruitment Process and Update. As of February 11, 2011 *The HistoryMakers* had received 33 applications for the fellowship program. One of these candidates has withdrawn from the fellowship to pursue a full time job. Four of the candidates have been excluded because they do not have an MLIS or any other relevant archival experience. Of the 28 remaining candidates, 17 of them have submitted complete applications thus far. A complete application includes:

- Cover letter stating their interest in the internship and future career goals. In the cover letter applicants also rank their choice of host institution placement from 1 through 8 (one being the first choice). They must also explain their top three choices, and how their experience will best serve these repositories.
- Essay or written statement (2,000 words or less) addressing all of the following:
 - their interest in African American history and archival collections;
 - what they can contribute to the host repositories;
 - their experience with electronic media and social networking tools;
 - their view on the importance of increasing diversity in the archival profession;
 - what they hope to learn from the experience; and
 - the importance of this fellowship to their future career.
- Resume or CV indicating their academic background, work experience, and volunteer service.
- Undergraduate and graduate transcript, including a printout of classes in which they are currently enrolled, if applicable.
- Three letters of recommendation.

Of these 17 candidates 11 are African American and 6 are Caucasian. Five other candidates indicated their intention to apply by contacting *The HistoryMakers*. *The HistoryMakers* staff has already interviewed 9 candidates and coordinated conference calls between candidates and the following host institutions: the Avery Research Center for African American History and Culture, the Maryland State Archives, the Mayme A. Clayton Library and Museum and the Seeley G. Mudd

Manuscript Library at Princeton University. Both the Maryland State Archives and Seeley G. Mudd Manuscript Library have expressed a high level of interest in several of the candidates. Most of the host institutions were interested in an African American candidate. Conference calls have not yet been scheduled with the Amistad Research Center due to staff changes. Also, there has been a lack of interest from fellowship applicants in placements at the Alabama Department of Archives and Fisk University. Many candidates have applied on the week of February 6, and time has not allowed these conference calls to be scheduled yet. (Please see **Attachment C** for a list of all 17 of these candidates and their top choices in host institution.)

The number of applications is encouraging and indicates an enthusiasm and need for this Institute; however, the recruitment process has not been without challenges. Recruiting applicants interested in the Alabama State Archives and the archives at Fisk University in Nashville has been a challenge as well as recruiting candidates with the combination of both an archival and an African American studies background.

While current applicants have shown little interest in the Alabama State Archives and the archives at Fisk University in Nashville, these institutions house incredibly significant African American collections. Therefore, recruitment for these institutions is receiving increased focus and priority. For example, we have noticed proximity to the applicant's place of residence is playing a critical role in the applicant's ranking of preferred host placements. Of the 17 candidates, 10 have chosen the institution closest to their home as their top choice. This is consistent with the fact that our candidate pool consists of students finishing their MLIS degrees. They tend to have established families compared to undergraduate students who often lack ties that would require them to stay in a certain location. For this reason *The HistoryMakers* has begun to focus its outreach efforts on local organizations near the host institutions. The initial outreach efforts conducted by *The HistoryMakers* focused on national listservs such as SAA and African American History on H-Net, but more recent efforts have focused on identifying qualified library schools near our host institutions.

Another recruitment challenge is that only 6 of the candidates have what the Institute's standards consider a strong background in African American Studies. Almost all of the candidates have expressed *interest* in African American history, but have not studied African American history or worked for an African American organization. Because of this and the desire to recruit and train a candidate pool that will be committed to pursuing a long-term career with African American archives, the Institute may not be able to place 8 fellows as requested by the host institutions. Rather, the original goal of 6 fellows may be placed. The Institute staff will only place fellows if they are believed to be exceptionally qualified and genuinely interested.

The following are two sample profiles of candidates who demonstrate the Institute's standard of exceptional qualifications and genuine interest:

1. Michelle D. McKinney is a 2011 graduate of Wayne State University School of Library & Information Science. Ms. McKinney resides in Detroit, Michigan. Ms. McKinney also holds a B.A. in English and Music Theory. Ms. McKinney has worked at Jazz Heritage & Performing Arts Institute and the Charles H. Wright Museum of African American History. In her personal statement Ms. McKinney says, "I desire to build a larger network with other professionals working in repositories of the African Diaspora; to experience how archivists solve problems, how they energize their institutions and communities to donate, volunteer, and protect their repositories; and how they create access, information literacy, and excitement in patrons to inspire them to produce with the collections." Her top three choices are the Mayme Clayton Library and Museum, The Avery Research Center for African American History and Culture and *The HistoryMakers*.
2. Stephanie Maxwell is a 2011 graduate of Catholic University of America's MLIS program. Ms. Maxwell resides in Silver Spring, Maryland and holds a B.A. in English and Africana Studies from Wittenberg University. While pursuing her B.A. she focused her studies on African American and South African history, culture, and literature. She then submitted her senior class paper "Creating an Identity in Harlem and Sophiatown: A Comparative Look at Art and Resistance in an Urban Space" to the *Journal of Black Studies*. Ms. Maxwell has worked at the National Gallery of Art in Washington, D.C. and the Wittenberg University Thomas Library. Ms. Maxwell sees this as an "opportunity that combines two of my greatest passions—cultural heritage institutions and African American history and studies." Ms. Maxwell's top three choices are The HistoryMakers, the Franklin Library at Fisk University and the Maryland State Archives.

Curriculum and Summer Immersion Program. During the advisory board meeting, there was a lot of discussion about the summer immersion program with suggestions for the curriculum, daily schedule, brown bag lunch lectures, field trips and readings. *The HistoryMakers* staff has begun to revise the curriculum and has worked to adhere to the advice of the advisory board. During the immersion training program, fellows will receive training in arrangement, description, preservation, reference, and outreach for collections of African American archival materials. Fellows will also process

collections and create EAD and EAC-CPF finding aids while being instructed on how to appropriately utilize Library of Congress Subject Headings to provide access points to African American materials through print, video, and electronic resources. During the immersion program, the Fellows will also take field trips to Chicago-area African American collections and attend lectures presented by African American scholars and representatives from other African American archival repositories. The purpose is for fellows to gain a deeper understanding of African American history and the work of African American collections and repositories with significant African American holdings.

There were many suggestions on the approach that the summer immersion program should take in its instruction of African American history. The advisory board made suggestions on the topics that should be covered and how *The HistoryMakers* should approach the guest lectures on African American history. Initially *The HistoryMakers* staff planned on having lectures and required readings on a different period of African American history each week of the summer immersion program, but the advisory board thought this approach was too broad. The advisory board felt 3 months was not enough time to give a complete overview of African American history and the project fellows would be better served if African American history topics were more focused, and highlighted the history found in specific archival collections. The advisory board felt topics such as race in archival collections, black bibliography, and the history of black archives and archivists would be good additions to the curriculum. For example, rather than have a week devoted to an overview of slavery, fellows should explore the [online exhibits of slavery documents from the New York Historical Society](#) and other archival collections focused on slavery. A lecture would be given highlighting the use of archives and research in exploring slavery. This would show the fellows how African American history has been documented and would expose them to a variety of holdings. Also, if the fellows are required to read an excerpt from *From Slavery to Freedom* by John Hope Franklin, they should also watch excerpts from John Hope Franklin's *HistoryMakers* interview and explore the [Maryland State Archives Legacy of Slavery collection](#). If the fellows are given a lecture on black bibliography, they would explore the work of Mayme Clayton, who did groundbreaking work in bibliography, through the collections of the [Mayme Clayton Library and Museum](#) and *The HistoryMakers* interview with Mayme Clayton. The connection between history, research and archival collections would be emphasized. Also, specific archival principles such as arrangement and description would be highlighted as well. It was suggested that PhD students can be very helpful in this regard by talking about their research and their research process and how they use various archives. (See **Attachment D** for a list of possible PhD candidate lecturers.)

In a similar way the advisory board also suggested that the field trips to local archives should combine archival principals with an African American history topic. *The HistoryMakers* staff has begun to contact repositories in the interest of getting behind-the-scenes tours. Kathryn Stine, University Archivist at The University of Illinois at Chicago, has agreed to give a presentation on creating exhibits in archives. The UIC archives typically highlights at least one African American collection in an exhibit such as [Fight School Segregation](#) and Ms. Stine has agreed to show the fellows how staff at the UIC archives create exhibits using archival collections. The field trips will also specifically highlight an African American history exhibit and will therefore provide a lesson in African American history for the project fellows.

The advisory board also gave many suggestions on the immersion program's archival topics. Ann Bishop suggested that we create a learning contract with each fellow. She has agreed to provide us with examples of some learning contracts she has used in the past. Recommendations also included: adding a class about library/archive law, and a class on genealogy, training the students how to use ARCHON, and preparing a lecture for disaster preparedness. Howard Rosenbaum also suggested that we have each of the project fellow's research and explore *HistoryMakers* interviews based on the holdings of the host institution where they will be placed. The advisory board also suggested that a workshop on "race" be held during the first week of the summer. *The HistoryMakers* staff has worked to integrate these suggestions into the immersion program. In general, the advisory board suggested that we cover the basics of archival work prior to training the fellows on EAD finding aids and EAC-CPF coding as there was a concern that students with MLIS degrees might be coming into this program with little to no knowledge of archival standards. Also, EAD and EAC-CPF creator and presenter Daniel Pitti will travel to Chicago to lecture on EAD and EAC-CPF standards. Other lectures will be held by *The HistoryMakers* staff archivist Dan Johnson.

The advisory board suggested creating a required reading list that included the SAA fundamental series, Mary Lynn Ritzenthaler's *Preserving Archives and Manuscripts*, Kathleen Roe's *Arranging and Describing Archives and Manuscripts*, Frank Boles and Julia Marks Young, *The Black Box of Appraisal* and the Greene, and Meissen article, *More Product, Less Process*. Suggestions for readings in African American subject matter included *Many Thousands Gone: The First Two Centuries of Slavery in North America* by Ira Berlin, *The Making of African America: The Four Great Migrations* by Ira Berlin, *Ar'n't I a Woman?: Female Slaves in the Plantation South* by Deborah G. White, and *From Slavery to Freedom* by John Hope Franklin. The advisory board suggested that we find specific readings from these large tomes and provide the fellows with a required reading list that required certain readings before the beginning of the summer immersion program. The suggested reading lists would contain additional readings on specific topics. For example, the fellows will be required to read selections from the SAA fundamental series on preservation, but will also be directed to the [Northeast Document Conservation Center's](#) website for additional readings. Other suggested readings would be: *Developing and Maintaining*

Practical Archives (2nd Edition) by Gregory S. Hunter, *Navigating legal issues in archives* by Menzi L. Behrnd-Klodt, *Archives Power: Memory, Accountability and Social Justice* by Randall C. Jimerson, *Black Journalists: The NABJ Story* by Wayne Dawkins, and opinion pieces by Cornel West, Henry Louis Gates, Jr., Bill Cosby, Ta-Nehisi Coates, Tavis Smiley, Michael Eric Dyson, Reverend. Al Sharpton, Clarence Page, Barack Obama, Mary Pattillo Tricia Rose, Roland Fryer, and Imani Perry.

The advisory board suggested that we use the SAA fundamental series as the backbone of the immersion program. *The HistoryMakers* did approach SAA about donating a copy for each of the fellows, but SAA declined our request and the cost of the series was \$255, making a total cost over \$3000. This is cost prohibitive. So *The HistoryMakers* has decided to order one set of both the SAA fundamental series and the AASLH pamphlet series to use in the office as a resource. It will be recommended that each of the fellows purchase these books, but if they do not nor cannot *The HistoryMakers* staff will photocopy selected SAA fundamental readings for them.

The HistoryMakers staff has selected 80 *HistoryMakers* interviews for each fellow to create EAD, EAC-CPF and MARC records for during the summer immersion program. These interviews will give the fellows a strong foundation in African American history and will allow them to practice cutting edge archival techniques. These interviews have relevancy for each of the host institution's collections. For example, some of *The HistoryMakers* interviewees have direct ties to the host institutions. Such as Carol L. Adams, president of DuSable Museum and Rev. Dr. Elaine Flake, pastor at the Greater Allen A.M.E. Cathedral in New York City, who both attended Fisk University. Each of these interviewees recounts their college years at Fisk University. Other interviewees were born, lived or worked in the cities or states where the host institutions are located. Exploring the interviews of Betty Francis, Director of Prince George's County, Maryland's Department of Public Works and Transportation; and Clarence Mitchell, a Maryland State Senator; would give the fellow placed at The Maryland State Archives a meaningful background in Maryland politics. More specifically, the Maryland State Archives keeps the records of Prince Georges County and the Maryland General Assembly and these interviews would give primary accounts of both of those agencies. *The HistoryMakers* has prepared these lists for distribution, review and prior approval by the host institutions.

Press. *The HistoryMakers* staff has created a press release that has been posted on *The HistoryMakers* website and has been sent out to 20,000 people on *The HistoryMakers* mailing lists. *The HistoryMakers* staff has also begun exploring local media outlets to help promote the program for all 8 of the hosting institutions specifically. (See **Attachment E** for a sample press release.)

Staffing

The greatest challenge faced so far by *The HistoryMakers* staff is finding a project director with strong administrative skills, knowledge of African American history and a background in archives. From the period of July 2010 to October 2010 *The HistoryMakers* hired staff member Emily Martorano as an acting project director. She was able to get a structure in place and she convened conference calls and an in person two day meeting with the Advisory Board. However, she lacked background in African American history and in archives and so it was decided that we pursue someone who has a more appropriate background. In her stead, *The HistoryMakers*' Digital Archivist Daniel Johnson took over the project acting as project director. He has worked aggressively to promote and recruit potential fellows and has done an excellent job at doing so. Job listings were posted on local and national listservs and he also called and e-mailed library schools and archival professionals for recommendations and referrals. Over 30 applications have been sent in for this position and 6 candidates have been interviewed at *The HistoryMakers* office. After the deadline for fellowship submissions, more effort will be focused on finding a project director. In the interim, *The HistoryMakers* has contacted the Council on Library and Information Resources' placement program for postdoctoral students in academic libraries and The Woodrow Wilson Foundation to find potential candidates for the project director position. The position has been posted on *The HistoryMakers* website, idealist.org, lisjobs.com, and libgig.com among others. *The HistoryMakers* staff has reached out to its advisory boards as well as other professional organizations for potential candidates. Also, the position has been advertised on many listservs including Archives and Archivist of Color Roundtable, Association of College and Research Libraries, African American Studies Librarians, jESSE, SAA, Chicago Area Archivists, and African American History on H-Net.

In the narrative of the grant Kathryn Stine is listed as *The HistoryMakers* archivist. Daniel Johnson has replaced Ms. Stine.

Budgeting

There have been no major adjustments to the budget aside from the fact that the advisory board meeting was moved ahead of its scheduled time from March 2011 to October 2010 and so the travel costs for the advisory board meeting of \$6,638.50 with a cost share of \$5,600.00 was booked as an October expense. *The HistoryMakers* have stayed within budget for staffing costs, travel, supplies and materials. The total amount charged to the grant so far is \$19,625.35.

Work Still Remaining

The HistoryMakers have developed a set of action items for the next three months of the project. These items fall under four categories and are listed below:

- **Staffing**
 - Hire Project Director
- **Recruitment and Outreach**
 - Continue to gather application materials
 - Email applicants with missing materials.
 - Set up conference calls with candidates and host institutions
 - Select and notify top candidates
- **Curriculum and Summer Immersion Program**
 - Continue to revise schedule and the development of the summer immersion program
 - Develop assignments for each fellow
 - Assemble welcome/orientation packets for the fellows – what to expect, readings, assignments, information about Chicago, etc.
 - Create evaluation schedule and guidelines
 - Gather workforce rules from each partnering institution
 - Develop “networking” website
 - Identify and approach potential speakers
 - Purchase books
 - Pinpoint specific chapters in books for syllabus
 - Contact field trip destinations to work out options, dates
 - Confirm specific dates and times for field trips, speakers, presentations for the summer institute
- **Press and Public Relations**
 - Establish best practices for public outreach

The priority at this point in the project is to find the best possible candidates for the fellowship program. After the candidates have submitted their applications, the next step will be finding the best host institution for each fellow. While *The HistoryMakers* staff begins to place the fellows, they will also work on finalizing the readings, field trips, guest lecturers and work assignments.

Conclusion

The HistoryMakers has made significant progress to date, even without a permanent project director in place.

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INTERIM PERFORMANCE REPORT #2
FEBRUARY 15, 2011 – NOVEMBER 11, 2011
*Submitted by Daniel Johnson, Project Director and
Julieanna L. Richardson, Executive Director*

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Abstract

Increasing African American Diversity in Archives: The HistoryMakers Fellowship, Mentoring, Training and Placement Institute is conceived of as a program to increase the number of African American archivists and archivists qualified to work with African American collections by a total of 12. The purpose of the grant is to increase the diversity of the archival profession. *The HistoryMakers* along with an esteemed advisory board developed a three-month intensive training program and nine-month residency, after which, hiring is encouraged. Seventy-two percent of the grant funds are dedicated to the fellows' salaries.

Recap of the first report (July 2010 to January 2011)

Advisory Board Conference Calls. *The HistoryMakers* held advisory board conference calls on August 6, 2010 and October 7, 2010. Also, in order to expedite the planning process, an in-person advisory board meeting was held in Chicago at *The HistoryMakers*' offices on October 17-18, 2010. It was held at this time instead of waiting until March 2011 as written in the original grant. The advisory board discussed recruitment, outreach, curriculum, training and provided overall suggestions for the Summer Immersion Program. Each host institution also expressed the desire to have a fellow in the first year of the grant. (See Exhibit A to read the entire report)

Recruitment and Outreach. By February 11, 2011 *The HistoryMakers* had received 33 applications for the fellowship program. One of the candidates withdrew from the fellowship to pursue a full time job. Four of the candidates were excluded because they did not have an MLIS or any other relevant archival experience. Of the 28 remaining candidates, 17 of them submitted complete applications. (See Exhibit A to read the entire report)

Curriculum and Summer Immersion Program. By February 11, 2011 *The HistoryMakers* developed a reading list, contacted local archival repositories for field trips, arranged for many of the guest lecturers such as Daniel Pitti and selected 80 *HistoryMakers* interviews for each fellow to create EAD and EAC-CPF records for during the summer immersion program. (See Exhibit A to read the entire report)

Progress Report

7 goals were outlined for the second 6 months of this project. 6 of them have been completed

	Goal	Progress
1	Recruit and Place 8 Fellows	Complete
2	Operate an Intensive IMLS Fellows Summer Immersion Program	Complete
3	Changes To The Summer Immersion Program	Complete
4	Placement of the Fellows with Their Host Institutions.	Complete
5	Commencement of 2012 IMLS Fellows Recruitment Process	Complete
6	Hire Project Director	Complete
7	Develop IMLS Fellows Training Toolkit Materials	

1) Placement Process.

The HistoryMakers' placement process included four steps: 1) Recruitment 2) Interviewing 3) Selection and 4) Notification.

Recruitment included outreach to the HBCU Library Alliance, the National Council of Black Studies, the ALA diversity chair, Trevor Dawes, jESSE (ASISI-L), and the SAA's Archivists of Color Roundtable. *The HistoryMakers* utilized listservs to disseminate the fellowship listing including: the Archives and the Archivists of Color Roundtable, the Association of College and Research Libraries, the African American Studies Librarians, jESSE, SAA, the Chicago Area Archivists, and African American Studies on H-Net. *The HistoryMakers* also posted the fellowship listings on *The HistoryMakers* website as well as on other job posting websites including: idealist.org, lisjobs.com, libgig.com, ALA JobLIST, Black Caucus of the ALA Job Post, and the ASALAH Career Center. In addition, *The HistoryMakers* staff directly called and e-mailed over 90 libraries, library schools and library associations asking them to help locate potential candidates and disseminate the

fellowship listing. This dissemination list included Simmons College, The University of Texas at Austin School of Information, the University of Michigan School of Information, the University of Pittsburgh School of Information Sciences, UCLA Graduate School of Education & Information Studies, the Alabama Library Association, the Tennessee Library Association, the University of North Carolina, Greensboro, the University of Illinois and the University of Indiana.

The *HistoryMakers* received interest from 74 applicants, 68 of which submitted completed applications (Exhibit B). 60 of the applicants were female, 43 were African American, and 35 had an MLIS degree. All application materials were submitted by March 1, 2011, at which time they were sent to all of the corresponding host institutions. *The HistoryMakers* and the host institutions were extremely pleased with the candidate pool.

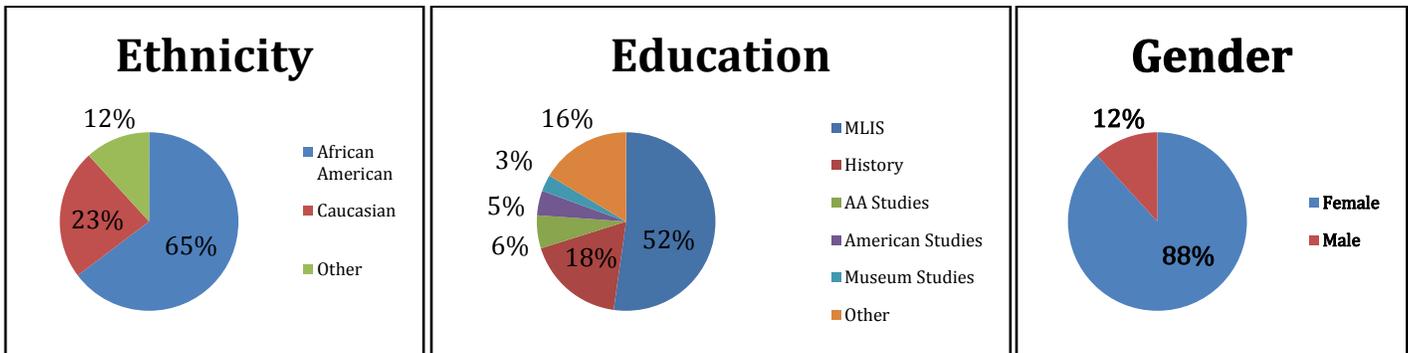


Illustration1 : Candidate Pool Statistics

Interviewing. As part of the application process, each candidate ranked their institutional preferences. Due to the size of the applicant pool, each host institution was sent only the applications of candidates who ranked them as one of their top three choices. Host institutions were emailed packages of information on each of the interested candidates. These packages included a cover letter, essay, resume, transcripts, and three letters of recommendation. Each host institution held their own interviews with the candidates and reported back to *The HistoryMakers* about their top three candidates. *The HistoryMakers* staff created a standardized form that each host institution used to guide their interviews. Room was also left for each host institution to ask any questions they would like as well. (See Exhibit C to view this form.) Conference calls were then held with *The HistoryMakers*, the host institutions and the candidates.

Selection. *The HistoryMakers* staff worked with each host institutions in finding the "perfect candidate" for them. Many of the host institutions were initially interested in having Ph.D. candidates as IMLS fellows, but after soliciting advice from IMLS, *The HistoryMakers* was told to focus on candidates with a MLIS degree. Exceptions could be given for 1 or 2 candidates. Throughout the process, the selection of MLIS candidates was stressed by *The HistoryMakers* staff. African American and minority candidates were weighted higher than other candidates due to the diversity efforts of this grant. Additionally, candidates were graded on their archival experience, either through internships or classes, their knowledge of African American history, their grades, their writing skills, their communication skills, and the strength of their recommendations.

The HistoryMakers was able to successfully find a fellow for each host institution. *The HistoryMakers* selected 2 fellows, the second of which is paid by the grant since Princeton University opted after the Summer Immersion program to hire its fellow.

The fellows represent a highly educated, diverse, and motivated group of people interested in archival work. They come from all over the country and have differing interests. The following fellows were chosen: (See Exhibit D to see a detailed list):

Last Name	First Name	Degree	Institution	Placement
Appiah	Krystal	MLIS	UCLA	Maryland State Archives
Bottoms	Andrea	MLIS	North Carolina	The HistoryMakers
Hardin	Alyss	MLIS	Kent State University	Mayme Clayton Library
Haykal	Aaisha	MLIS	Illinois	Avery Research Center
Johnson	Aisha	Information Studies PHD	Florida State	Franklin Library at Fisk University
Pollock	Caitlin	MLIS	Pratt Institute	The HistoryMakers

Render	Felicia	MLIS	University of North Texas	Amistad Research Center
Tindal	Brenda	American Studies PhD	Emory	Mudd Manuscript Library at Princeton
Woods	Cheyron	Heritage Resources	Northwestern State University	Alabama Department of History and Archive

Notification. Each applicant was notified during the 1st week in April. The candidates who were not selected, but were near the top of the host institutions' lists were encouraged to apply again for the 2012-2013 year. Feedback was also given to applicants who requested more information about the process and why their application was rejected. During the notification period, the initial fellow selected for The Amistad Research Center declined the position. A second round of interviews was conducted by *The HistoryMakers* and The Amistad Research Center, resulting in the selection of one person who had been wait listed.

The HistoryMakers communicated with each fellow to make sure they were able to make living arrangements for their 3-month stay in Chicago and encouraged them to room with each other. Materials were also sent outlining the plans for the Summer Immersion Program including readings, schedules, employee manuals, procedures, guidelines and assignments. Please see the Exhibit E for a full detailed schedule for the summer. (Exhibit F is a zip file containing the binder sent to each fellow) The following objectives were given to each fellow: 1) Creating EAD Finding Aids and EAC-CPF Records for 80 *HistoryMakers* Interviews, 2) Submitting daily, monthly and quarterly work reports; 3) Preparing for weekly lectures by doing assigned readings; and 4) Completing any homework assignments, 5) Preparing a poster presentation for the 2012 SAA Annual Conference; and 6) Create a social media and outreach plan for the host institution.

2) Summer Immersion Program

The purpose of the summer immersion program (June 6, 2011, to August 26, 2011) was for the fellows to gain a deeper understanding of African American history, knowledge of archival fundamentals and the work of African American collections and repositories with significant African American holdings. The fellows achieved this by attending African American history and archival studies lectures with assigned readings, communicating and presenting to the 8 host institutions under this grant, creating EAD finding aids and EAC-CPF records for *The HistoryMakers* oral history interviews, visiting local Chicago archival repositories, and attending the 2011 Society of American Archivist Conference in Chicago. Additionally, the 3-month Summer Immersion program was designed to prepare the fellows for their 9-month residency. Because of this, *The HistoryMakers* developed the summer institute with the input of all 8 host institutions. Overall, the advisory board had 4 major requests:

1. Focused African American history topics highlighting the history found in specific archival collections.
2. Fellows' assignments based on the holdings of their host institution.
3. Site visits that feature both African American history and archival training.
4. SAA fundamental series as the backbone for archival training.

The HistoryMakers took this advice into account and made changes accordingly. Prior to the summer, *The HistoryMakers* determined both qualitative and quantitative outcomes to evaluate the summer immersion program.

Quantitative Outputs for Fellows

1. Total number of EAD/EAC-CPF finding aids completed for *The HistoryMakers* video oral history archives.
2. Total number of community outreach efforts and the total number of area residents reached.

Qualitative Outcomes for Fellows

1. Increased skills preserving and providing increased access to an African American archival collection.
2. Demonstrated increased knowledge of the nation's African American archival collections.
3. Demonstrated increased knowledge of African American history and culture broadly and as it relates to special collections of African American archival collections.

Lectures: Archives/African American History. Fellows attended weekly lectures at *The HistoryMakers* office on various archival and African American history topics. Readings were provided for each of these lectures and the fellows were expected to properly prepare each week. Lectures included a two-day intensive EAC-CPF training program run by Daniel Pitti, chief technical architect of EAD and EAC-CPF, oral history training by Pulitzer Prize-winning journalist Leon Dash, archival lectures were given by UIC archivist Kathryn Stine and African American history lectures by Ashley Howard, University of Illinois PhD Candidate in African American Studies. Additional lectures were given by African American Studies Librarian Kathleen Bethel, Associate Professor of History at Roosevelt University Erik Gellman, and historians, Christopher Reed, Charles Branham and Peter Ascoli. Archival readings included:

- Kathleen D. Roe *Arranging and Describing Archives and Manuscripts* Chapter 4 The Practice of Arrangement and Description (Archival Fundamentals Series II) Society of American Archivists (2005)
- Mark A. Greene and Dennis Meissner, "More Product, Less Process: Revamping Traditional Archival Processing," *American Archivist* 68 (Fall/Winter 2005)
- Frank Boles and Julia Marks Young, "Exploring the Black Box: The Appraisal of University Administrative Records," *American Archivist* 48 (Spring 1985): 121-40; in Jimerson, *American Archival Studies*
- Melville Herskovits *The Myth of the Negro Past*. Chapter 1: The Significance of Africanisms; subsections 1,2,3. pages 1-9 of paperback edition
- Mary Jo Pugh, *Providing Reference Services for Archives and Manuscripts* Chapter 7: Providing Physical Access to Archives (Chicago: Society of American Archivists Press, 2005)

African American History Readings included:

- E. Franklin Frazier *The Negro Church in America*. Chapter 1: The Religion of the Slaves, subsections "The break with the African Background" and "The Loss of Social Cohesion" pages 9-14 revised paperback edition
- Joseph Holloway ed. *Africanisms in American Culture*. "The African Heritage of White America" by John Edward Phillips. pg 225-240
- Jacqueline Dowd Hall "The Long Civil Rights Movement and the Political Uses of the Past," *Journal of American History* (2005) 91(4): p. 1233-1263.
- Kenneth W. Going and Raymond A. Mohl. *The New African American Urban History*; Chapter 1; Towards a New Understanding of African American Urban History p. 1-17.

These lectures covered African American history and archival studies while relating to both *The HistoryMakers* collection and the holdings of the host repositories. For example, Peter Ascoli gave a presentation on his book, *Julius Rosenwald, The Man Who Built Sears, Roebuck and Advanced the Cause of Black Education in the American South*. Not only did Mr. Ascoli's presentation cover important aspects of African American history, but also The Rosenwald School records held by Fisk University. The readings and lectures qualitatively increased the fellows' knowledge of African American history and culture. The lectures and readings, Daniel Pitti's in particular also gave the fellows a theoretical foundation to create EAD finding aids and EAC-CPF records.

Host Institution Presentations. Ideally, *The HistoryMakers* staff wanted each of the 7 host repositories to send a representative to Chicago to meet all of the fellows and give a presentation. After the first of these visits, by Cara Adams, Archivist at the Mayme Clayton Library and Museum, *The HistoryMakers* realized that there was not enough funding to sustain these visits. To replace these site visits, conference calls were held where fellows presented a social media and outreach plans to each host institution, and representatives from each host institution shared information about their repositories, gave advice on the archival profession and took questions from the fellows. (See Exhibit G to review the fellows' presentations) These conference calls helped supplement the fellows' archival training because the host institutions gave insight into how archives work and shared information about the African American collections they held. In some cases, representatives from the host institutions gave lectures on archival principles. These presentations increased the fellows knowledge of the nation's African American archival collections and the fellows actively prepared plans for their community outreach efforts.

EAD EAC-CPF Training. *The HistoryMakers* archive and research staff trained each IMLS fellow on *The HistoryMakers* internal procedures for creating EAD Finding Aids, EAC-CPF records and for evaluating oral history interviews. The fellows were able to learn archival principals by doing hands on work at *The HistoryMakers* office. The interviews assigned to each fellow were specifically chosen based on the host institution they were going to and their own research interests. For example, Alyss Hardin, who was placed at The Mayme Clayton Library and Museum, viewed Mayme Clayton's HistoryMaker's interview in its entirety and created an EAD finding aid and EAC-CPF record for it. Also, Krystal Appiah, placed at The Maryland State Archives processed the interviews of Robert Mack Bell, Betty Frances and many others who were involved with state politics in Maryland. From this work, the fellows learned how to properly describe archival collections and how to encode finding aids with EAD. They also learned how to use the XML editor oXygen and assign Library of Congress Subject Headings. The fellows also bolstered their knowledge of African American history.

Quantitatively, each of the fellows were well below 80 finding aids that the initial outcome in the grant stated. A total of 248 (~30 each) EAD finding aids and EAC-CPF records, were created by the IMLS fellows (See Exhibit H for a complete list and Exhibit I for samples). Both *The HistoryMakers* staff and the fellows struggled through this process for several reasons. First, EAC-CPF or Encoded Archival Context Corporate Bodies Persons and Families had just recently been developed by Daniel Pitti. A competent style sheet did not exist before the summer started and *The HistoryMakers* staff had never created these records before. Processes were designed, but had not been tested. The process was updated as work was being done causing numerous delays for a month. However, by the end of the summer the fellows were able to create EAD finding aids and EAC-CPF records for one interview per day. *The HistoryMakers* also attempted to make a

user friendly interface in FileMaker Pro to create these records. Many changes had to be made throughout the summer, causing additional delays. *The HistoryMakers* staff will use these lessons and processes to create a training manual to be used by other institutions. The length of interviews also made the process time-consuming. Interviews had to be watched in their entirety. Some of the interviews were 4 hours long and took 3 times the length of the interview to write proper descriptions. Additionally, HistoryMakers staff found that it took longer than expected to train the fellows on how to create LoC subject headings, even with the help of two experienced IMLS fellows. It was valuable for both the fellows and *The HistoryMakers* to start using EAC-CPF because it is a brand new standard that will be used by archives for years to come.

Field Trips. During the summer the fellows went on 4 field trips to the following archival repositories:

1. **University of Illinois in Chicago** (Friday, July 22, 2011) <http://library.uic.edu/home/collections/manuscripts-and-rare-books>
2. **National Archives** (Friday, July 29, 2011) <http://www.archives.gov/great-lakes/>
3. **Carter G. Woodson Library** (Friday August 5, 2011) <http://www.chipublib.org/branch/details/library/woodson-regional/>
4. **Columbia College Center for Black Music Research** (Friday August 12, 2011) <http://www.colum.edu/cbmr/>

The field trips exposed them to different types of archives and supplemented their work at *The HistoryMakers* office. At the UIC archives, Kathryn Stine demonstrated the university's records management principles through a lengthy hands-on tour. At the National Archives, Doug Bicknese focused on the intricacies of record retention schedules of public records. At the Carter G. Woodson Library, Robert Miller demonstrated how a African American manuscript repository functions. At the Center for Black Music Research, Laurie Moses focused her tour on the preservation of different music formats as well as the proper archival practices for musical instruments. In general, these field trips were the highlight of the summer for the fellows. *The HistoryMakers* recorded and archived the field trips on video camera.

SAA Conference. The Summer Immersion Program ended with the fellows, *The HistoryMakers* Digital Archivist Daniel Johnson and *The HistoryMakers* Founder and Executive Director Julieanna Richardson attending the annual SAA conference in Chicago from August 22nd to August 28th. The fellows attended sessions, met many colleagues, and learned about current standards in the archival profession. In particular the fellows had an impact on the Archives and Archivists of Color Roundtable as they visibly represented the majority of African American archivists in attendance.

3) Programmatic Review

The HistoryMakers staff plans on making the following changes to the summer institute based on experiences from the first year and from meetings with the IMLS fellows.

- The fellows will work under supervision, processing some paper collections. These collections will be administrative records from *The HistoryMakers* fundraising events. The fellows all thought it would be important to get more hands on experience with paper records. *The HistoryMakers* staff learned that many of the fellows felt ill prepared for all of the paper collections they would be working with at their host institutions.
- The fellows will only be required to complete 30 EAD finding aids and EAC-CPF records.
- Changes will also be made to the weekly schedule. Rather than require the same amount of finding aids each week, the totals will change based on other activities. The fellows felt overwhelmed by the workload throughout the summer.
- More mentoring and professional development opportunities will be encouraged.

4) Placement

From August 28th to September 2nd, seven of the fellows left Chicago for their host institutions. Their nine-month residency will be evaluated on the following quantitative and qualitative outcomes:

Quantitative Outputs for Fellows

- Total number of EAD/EAC-CPF finding aids completed for partnering institutions' collections.
- Total number of public programs hosted at host partnering institution and number of area residents in attendance.
- Total number of community outreach efforts and the total number of area residents reached.
- Total number of presentations, lectures, symposia, demonstrations, conference presentations, workshops, and other structured educational programs conducted during the Institute.
- Total number of publications and/or articles generated about the results of the Institute on the archival profession

Qualitative Outcomes for Fellows

- Increased skills preserving and providing increased access to an African American archival collection.
- Demonstrated increased knowledge of the nation's African American archival collections.

- Demonstrated increased knowledge of African American history and culture broadly and as it relates to special collections of African American archival collections.
- Reported increased in marketability and employability as an archivist.

The HistoryMakers is monitoring these outcomes through monthly surveys for both the fellows and the institutions. (See Exhibit J to read the survey) Additionally, during the 9-month residency the fellows are required to make weekly posts on the fellowship's official blog (<http://thehistorymakersfellows2011.blogspot.com/>). *The HistoryMakers* has actively increased the total number of presentations, lectures, symposia, demonstrations, conference presentations, workshops, and other structured educational programs conducted during the Institute by budgeting a trip to the 2012 SAA Conference in San Diego for all of the fellows. This offer was contingent upon the submission of a poster or panel proposal to the conference which all submitted. *The HistoryMakers* has also scheduled monthly conference calls between the fellows and other archival professionals to introduce them to more archival repositories and to help increase the marketability and employability of the fellows through professional development.

Society of American Archivists Conference 2012 The fellows submitted the following poster and session proposals for the 2012 SAA Conference in San Diego. (See Exhibit K To View their proposals.)

- Krystal Appiah - Mining the Archives: Uncovering the Legacy of Slavery in Maryland
- Andrea Bottoms - Unmarked Markup: Displaying EAD and EAC-CPF Files as Online Finding Aids
- Alyss Hardin, Aaisha Haykal, Aisha Johnson and Brenda Tindal- Rules of Engagement: The Politics and Pleasures of "Living Archives"
- Caitlin Pollock - Square Pegs, Round Holes: Reconsidering the Finding Aid in Collections of Underrepresented and Marginalized Subjects
- Felicia Render - Black Arts Movement in the South: The John O'Neal Papers
- Cheylon Woods - What They Captured and What We Remember

Professional Development. Archival fellows will have a chance to ask presenters about some of the highlights and challenges of their career during a 30-minute question and answer session following a 30-minute presentation. The first call is scheduled for Tuesday, November 29, 2011 and will feature Luranett Lee from the Virginia Historical Society. Dr. Randall Burkett, Curator of African American Collections at Robert W. Woodruff Library at Emory University and Ms. Brenda Banks, Chief Archivist at Morehouse College Martin Luther King, Jr. Collection have also confirmed their participation on the calls. *The HistoryMakers* reached out to the following people as additional potential conference call presenters: Dr. Khalil Muhammad, Director of the Schomburg Center for Research in Black Culture, Dr. Lonnie Bunch, Director of the National Museum of African American History and Culture, Ms. Tiffany Gill, Associate Professor of African American History at the University of Texas-Austin, Ms. Andrea Jackson, Director of the Atlanta University Center Archives, and Ms. Sally McCallum, Chief of the Network Development and MARC Standards Office at the Library of Congress.

5) Commencement of Recruitment Process

The HistoryMakers has begun to recruit fellows for the 2012-2013 fellowship program. Due to the success of last year's recruitment process many of the same sources will be used to locate potential fellows. These include: Simmons College, The University of Texas at Austin School of Information, University of Michigan School of Information, University of Pittsburgh School of Information Sciences, UCLA Graduate School of Education & Information Studies, Alabama Library Association, Tennessee Library Association, University of North Carolina, Greensboro, The University of Illinois and the University of Indiana among others. *The HistoryMakers* will also release the application on the following list serves: Archives and Archivists of Color Roundtable, Association of College and Research Libraries, African American Studies Librarians, jESSE, SAA, Chicago Area Archivists, and African American Studies on H-Net.

6) Hired a Project Director

The HistoryMakers is happy to announce that Jessica Levy has been hired as the project director for this grant. Ms. Levy has a M.A. degree in Social Science/History from the University of Chicago and has assumed the project director responsibilities from Dan Johnson who more properly serves this grant as an archivist.

7) Incomplete Tasks

The HistoryMakers has not yet developed the training toolkit for use by other institutions with African American collections for their own training programs or to improve the skills of existing professional staff. The high number of fellows in the first year and the fact that *The HistoryMakers* had never done a project like this before contributed to the lack of progress on the toolkit. However, as the project has progressed, *The HistoryMakers* has recorded lectures, saved presentations and documented all processes. These materials will be used to create the toolkit.

Budgeting

There have been no major adjustments to the budget. *The HistoryMakers* has stayed within budget for staffing costs, travel, supplies and materials. The total amount charged to the grant so far is \$79,549.90.

Going Forward

The HistoryMakers has developed a set of action items for the next three months of the project. These items fall under four categories listed below:

- **Recruitment and Outreach**
 - Determine host institutions participating for the next 9-month residency. We may choose some new host institutions such as The Carter G. Woodson Library in Chicago
 - Receive application materials for 2012-2013
 - Set up conference calls with candidates and host institutions
 - Select and notify top candidates
- **Select Institutions**
 - There will be only 4 fellows selected for the 2012-2013 IMLS Fellowship Program
 - Surveys will be sent to host institutions to select new fellows based on the grant's outcomes and deliverables
 - New host institutions like The Carter G. Woodson library to submit applications
- **Curriculum and Summer Immersion Program**
 - Revise schedule for the summer immersion program
 - Develop new assignments for each fellow based on their host repository
 - Identify and approach potential speakers for 2012-2013 year
 - Institute relationship with Dominican University to teach archival sessions
 - Develop Toolkit materials
- **9-Month Residency**
 - Monitor the fellows progress at their host institutions
 - Review monthly survey responses and respond to each fellow's needs
 - Encourage communication between all host institutions
 - Follow up with each host institution monthly to ensure they are meeting the grants outputs.
- **Press and Public Relations**
 - Continue to share the fellows' blog
 - Continue to promote this program through both traditional and new media

The priority at this point in the project is to find the best possible candidates for the fellowship program. After the candidates have submitted their applications, the next step will be finding the best host institution for each fellow. While *The HistoryMakers* staff begins to place the fellows, they will also work on finalizing the readings, field trips, guest lecturers and work assignments.

Conclusion

The HistoryMakers looks forward to making continued improvements to its IMLS Fellowship Program.



The HistoryMakers®

INTERIM PERFORMANCE REPORT #3

November 8, 2011 – June 1, 2012

*Submitted by Y'Hoshua Murray, Project Director and
Julieanna L. Richardson, Executive Director*

This is the third interim report for *The HistoryMakers IMLS Laura Bush 21st Century Librarian Grant # RE-06-10-0080; Increasing African American Diversity in Archives: The HistoryMakers Fellowship, Mentoring, Training and Placement Institute*. This report covers the period from November 8, 2011 to June 1, 2012.

Abstract

Increasing African American Diversity in Archives: The HistoryMakers Fellowship, Mentoring, Training and Placement Institute provides training for African American archivists and other archivists interested in working with African American archival collections. This year-long fellowship program includes a 3-month Summer Immersion Program at *The HistoryMakers'* Chicago offices followed by a 9-month on-site residency at one of several partnering host repositories, including: the Alabama Department of Archives and History (2011-2012); the Amistad Research Center at Tulane University (2011-2012); the Avery Research Center at the College of Charleston (2011-2012 and 2012-2013); Carter G. Woodson Regional Library (2012-2013); Franklin Library at Fisk University (2011-2012 and 2012-2013); the Maryland State Archives (2011-2012 and 2012-2013); the Mayme A. Clayton Library and Museum (2011-2012 and 2012-2013); the Seeley G. Mudd Manuscript Library at Princeton University (2011-2012); as well as *The HistoryMakers* (2012-2013). Ultimately, the purpose of this grant is to increase diversity in the archival profession by increasing the number of African American archivists and other archivists qualified to work with African American collections by a total of thirteen. Seventy-two percent of the grant funds are dedicated to the fellows' salaries.

Progress Report

The HistoryMakers has completed all nine goals outlined for the period November 8, 2011 – June 1, 2012.

	Goal	Progress	Page #
	2011-2012 Program		
1	Monitor the progress of the 2011-2012 Fellows	Complete	1
2	Assist with the professional development of the 2011-2012 Fellows	Complete	3
3	Secure post-fellowship placement for all of the 2011-2012 Fellows	Complete	3
4	Assess the 2011-2012 Fellowship	Complete	4
	2012-2013 Program		
5	Hold an Advisory Board Meeting	Complete	10
6	Recruit 6 new fellows for the 2012-2013 fellowship program	Complete	10
7	Complete preparation for the 2012 Summer Immersion Program	Complete	14
8	Prepare for the 2012 Society of American Archivists Conference in San Diego	Complete	17
	Other		
9	Complete <i>The HistoryMakers'</i> IMLS Toolkit: Designing a Program	Complete	17

2011-2012 Program

1) Monitoring 2011-2012 Fellows' Progress

The HistoryMakers' monitoring of the 2011-2012 fellows included the fellows' blog, conference calls, quarterly reports, and final reports from the fellows and host institutions.

Blog

During the course of the 2011-2012 fellows' residency, each fellow contributed regularly to *The HistoryMakers Fellowship, Mentoring, Training and Placement* blog (<http://thehistorymakersfellows2011.blogspot.com/>) on their work, including archival collection processing, exhibits, presentations, conferences, programs, reference services, and other fellowship activities. The blog facilitated communication between the fellows and helped to maintain a sense of community amongst the 2011-2012 fellows. The blog also provided a useful resource on the fellows' accomplishments and was sent to the IMLS Advisory Board, professional development call speakers, host institutions, and other interested partners. Below are some highlights from the blog:

Week Thirteen at Maryland State Archives (December 5, 2011)

“Last week was quite busy. I spent part of the week record stripping and conducting research of the Maryland State Colonization Society papers. On Tuesday, I led a portion of a teacher workshop in Prince George’s County. On Thursday, I attended a lunchtime lecture by local African American historian and genealogist, Agnes Kane Callum. I finished the week by attending Bmore Historic, an unconference on public history, historic preservation, and community development in Baltimore and throughout the state of Maryland. I liked this format as it was very conducive to networking and allowing attendees to share information. I led a session on social media, which was well attended and gave me some great ideas for implementing our social media initiatives at the Maryland State Archives.” – Krystal Appiah

Week Fifteen at Amistad (December 22, 2011)

“In preparation for next week’s archival workshop and tour, I attended a webinar entitled “Building Bridges #2: Community Outreach.” The webinar focused on the importance of building and maintaining strong community partnerships and explains why these partnerships are integral to outreach and success. The presenters introduced other benefits of partnership, which include tapping into community assets/strengths; enabling knowledge and vision sharing; using technology for outreach opportunities; and most importantly, increasing respect for diversity.” – Felicia Render

Week 21 at the Alabama Department of Archives and History (January 17, 2012)

“Hello and greetings from Montgomery! This week is the week before my big workshop! I am really excited, and I am avidly working to get everything in place! In addition to my public programming, I am also processing the Charles Morgan papers, continuing to scan the last book of the Pepler photographs...Needles to say, this is going to be a very busy two weeks for me, but I am very excited for all the new experiences!” – Cheylon Woods

January 23-27th, 2012 @ Fisk Franklin Library (January 30, 2012)

“Hello all!! Another busy, yet, exciting week! Here at Franklin Library, I participated in a ‘Photo Preservation through Cold Storage’ workshop. I learned a lot about the entire process and when it is important to use cold storage...It looks like my networking last week at the AUC workshop paid off. Karen, a freelance Archivist, came across S.L. Smith’s date of death in a finding aid for a collection at the University of Virginia...” – Aisha Johnson

Avery Research Center Updates (March 4, 2012)

“I have been working very hard to finish processing the National Association for the Advancement of Colored People (NAACP) collection. I am happy to say that the collection has been arranged, described, and the finding aid is completed. Yay!!! I am now working on a personal collection of a Miss. Lois A. Simms...[Also] In order to celebrate the theme of Black History this year, which is African-American Women, I am working on an exhibit that highlights the contribution of Charleston, South Carolina, and Southern women to American History. I am using material from the archival and library collection to bring attention to the work that was done by these individuals.” – Aaisha Haykal

Week 29 at The Mayme A. Clayton Library & Museum (March 28, 2012)

“Last week, I was given the honor of accepting an award on behalf of The Mayme A. Clayton Library & Museum. The award was posthumously presented to Dr. Mayme Agnew Clayton for being a champion of Black History & Museum Founder. The event, hosted by The Museum of African American Art, focused on African American women in honor of Women’s History Month. The next day, MCLM hosted a disaster preparedness workshop...The event opened my eyes to the amount of planning that must go into preparing for a disaster, especially earthquakes.” – Alyss Hardin

Conference Calls and Reports

December Host Institution Survey

In December, 2011, *The HistoryMakers* administered a Host Institution Survey on the fellows’ progress and the host institutions reflections on the program (See Exhibit C: IMLS Host Institution Survey (December 2011)). All of the host institutions submitted responses, except for the Mayme A. Clayton Library and Museum. In the survey, 50% of the host

institutions indicated that their fellow had worked with EAD/EAC-CPF. 83% of the host institutions responded “Yes” to the question on whether the fellowship had “increased their ability to preserve and provide access to African American collections” and 83% of the host institutions responded “Yes” to the question on whether the program had increased their “knowledge of the nation’s African American archival collections.”

In addition to assessing the progress of the 2011-2012 fellowship, the November 2011 Host Institution Survey helped to determine which host institutions received a 2012-2013 fellow. Both the Alabama Department of Archives and History and the Seeley G. Mudd Manuscript Library at Princeton University said they were unable to accept a 2012-2013 fellow. After assessing their application, *The HistoryMakers* then added Carter G. Woodson Regional Library to the list of 2012-2013 host institutions (See Exhibit D: Carter G. Woodson Host Institution Application).

Monthly Host Institution Conference Calls and Reports

In January, 2012, *The HistoryMakers* initiated monthly update conference calls with the partnering host repositories. The purpose of these calls was to increase communication between *The HistoryMakers* and the host institutions on the fellows’ progress and any issues with the fellows’ performance. During the initial call, held on January 31, 2012, several of the host institutions raised concerns about the emphasis on social media and appropriate communications protocol being used by the fellows. These issues were then addressed in a conference call held with the fellows on February 6, 2012 (see below). In addition to the conference call, each host institution submitted a brief monthly host institution report on their fellows’ activities for that month. These reports, as well as the minutes for the monthly Host Institution conference calls can be found in (Exhibit E: IMLS Host Institution Monthly Conference Calls Minutes and Reports) Due to scheduling conflicts related to the 2012-2013 IMLS applicant recruitment, there was no Host Institution conference call in February, 2012.

February Fellows Conference Call and Report

On February 6, 2012, *The HistoryMakers* held a conference call with all of the fellows to discuss their progress and address concerns raised during the January Host Institution conference call, including concerns raised about professionalism in the workplace, use of social media, and institutional chain-of-command. During the call, each fellow gave a report on the work that they had completed, including archival processing, presentations, and public programs/outreach. (See Exhibit F: IMLS Fellows Conference Call (02-06-2012) Minutes and Reports)

Final Reports

Please see section four on assessing the 2011-2012 program below.

2) Professional Development for 2011-2012 Fellows

Professional Development Calls

During the residency portion of the 2011-2012 fellowship, *The HistoryMakers* held six monthly professional development calls with experts in archives and museum and library services fields. These calls provided fellows with the opportunity to learn from experts in the field and to build connections with potential partners in archives and the museum community. Guest presenters spoke about their professional journey, including how they entered the field, how they got involved in various professional committees, organizations, and boards, and what steps they took to get where they are today. Presenters also commented on the state of archives, and on other issues relating to diversity and emerging technologies in the archival profession. The last thirty to forty minutes of every call was reserved for questions and answers with the fellows, who asked a variety of questions about the presenter’s work, institution(s), and the use of certain techniques, such as social media and workshops, in increasing access to collections.

The following guest presenters participated in professional development calls:

Lauranette Lee, Curator of African American History, Virginia Historical Society – November 29, 2011



Andrea Jackson, Director, Atlanta University Center Archives – December 13, 2011



Deborra Richardson, Chair and Curator, National Museum of American History, Archives Center – January 19, 2012



Mark Greene, Director, American Heritage Center – March 22, 2012



Khalil Muhammad, Director, Schomburg Center for Research in Black Culture – April 24, 2012



Brenda Banks, Founder & CEO, Banks Archives Consultants – May 22, 2012



For more information on guest presenters, including resumes and bios see (Exhibit G: Professional Development Guest Presenter's C.V. and Bios)

3) 2011-2012 Fellows' Placement

The HistoryMakers is thrilled to report that six out of seven of the 2011-2012 fellows have secured a post-fellowship placement.

Krystal Appiah (Maryland State Archives) has been hired as a Reference Librarian at the Library Company of Philadelphia. Krystal was offered a permanent position as an archivist at the Maryland State Archives, but decided to accept the offer from the Library Company of Philadelphia.

Aaisha Haykal (Avery Research Center) was unofficially offered a position as a University Archivist at Chicago State University.

Aisha Johnson (Franklin Library) has secured a position that she will be able to assume in July.

Alyss Hardin (Mayme A. Clayton Library & Museum) will continue as a Project Archivist at the Mayme A. Clayton Library & Museum. Alyss' contract has been extended for six months starting June 1, 2012. Larry Earl, Executive Director, will continue to search for funding to further extend Alyss' contract.

Felicia Render (Amistad Research Center) will start a three-year grant funded position as a Project Archivist at the Amistad Research Center at Tulane University on June 1, 2012, where she will process the records of the American Committee on Africa and the Africa Fund at the Amistad Research Center. The project is funded through the Council for Library and Information Resources.

Brenda Tindal (Princeton University – Seeley Mudd Manuscript Library) is continuing to pursue several different opportunities. Brenda will remain at Princeton through the end of summer. Princeton has extended Brenda's contract for another year. Brenda was also offered a tenure-track position as an Assistant Professor of History at the University of North Carolina-Charlotte.

Cheyron Woods (Alabama State Archives) will be enrolling in a Masters in Library and Information Science program at Louisiana State University. She has been offered a scholarship that includes a full tuition waiver.

4) Assessment of the 2011-2012 Fellowship

The following is a brief summary and analysis of the survey results submitted by the 2011-2012 fellows and host repositories. Complete results can be found in (Exhibit V: Fellows and Host Institution Final Surveys). In addition to the final surveys, each fellow submitted a portfolio of their work from their residency, including finding aids, program/event flyers, press, etc. These portfolios can be found in (Exhibit W: Fellows Final Portfolios)

2011-2012 IMLS Survey Results

Final surveys were sent to all of the 2011-2012 fellows and host institution partners on Friday, May 18, 2012 via a Google Form survey. The host institution and fellow final surveys assessed the fellow's work, the fellow's performance, and the program in the following areas:

Processing

Seven out of seven (100%) of the host institutions reported that the fellowship helped to increase the accessibility/processing of their African American related collections.

Each fellow assisted in processing between 1 to 18 collection(s) and between 1% and 100% of their host institution's total collections. Collections processed by the 2011-2012 fellows included the John O'Neal papers (Felicia Render, Amistad Research Center), Charles Morgan Papers (Cheylon Woods, Alabama Department of Archives and History), Charleston Chapter of the NAACP Papers (Aaisha Haykal, Avery Research Center), the S.L. Smith Collection (Aisha Johnson, Franklin Library at Fisk University), and the Robert K. Massie Research Papers on South Africa (Brenda Tindal, Seeley G. Mudd Manuscript Library at Princeton University).

The greatest contribution in terms of processing to a single host institution was made by Alyss Hardin, who coordinated a complete inventory of the entire Mayme A. Clayton Library and Museum collection and spearheaded the migration of the collection database to a new web-browser based Cuadra Star Archives online database.

Accessibility

100% of the host institutions noted that their fellow increased their host institution's ability to preserve and provide increased access to African American collections.

“During Haykal’s tenure at Avery, she was the only active processing archivist consistently working on collections. The time spent processing by Haykal was invaluable to Avery, making numerous collections accessible to researchers.” – Avery Research Center at the College of Charleston

“Without [Aisha Johnson], the two collections processed would have remained inaccessible to researchers...now processed, the S.L. Smith Collection helps to round out the enormous amount of information available and often requested on the Rosenwald Negro schools.” – Franklin Library at Fisk University

Reference Services

Many of the fellows assisted in providing access to collections by participating in reference services. Five out of seven (72%) fellows performed reference services for their host repositories. Fellows spent between 0 to 25% of their time on reference services. The fellows’ responses about whether their reference skills improved as a result of the fellowship were mixed (57% Yes) and (43% No). On the other hand, host repository assessment of the fellows’ ability to perform reference services was largely positive:

“Alyss is very responsive and professional in her handling of reference questions and/or visits. Her prompt attention to detail regarding reference inquiries aids MCLM in advancing its mission to make its collections more accessible to everyone.” –Mayme A. Clayton Library and Museum

“Brenda is a first rate reference archivist and could take this work on at any institution. She embraces patrons’ questions as if they were her own.” –Seeley G. Mudd Manuscript Library at Princeton University

Public Programs and Outreach

Each fellow implemented between one and thirty-one public program(s) during their residency, and attended many more. Programs implemented by the fellows included Cheylon Woods’ workshop on “Caring for Family Photographs,” Aaisha Haykal’s “Black in the Lowcountry” featuring interviews with four College of Charleston students, six high school students and two teachers, as well as a film screening of “Woke Up Black,” and Brenda Tindal’s “Your True Friend and Enemy: Princeton and the Civil War.”

Five out of seven (57%) of the fellows conducted at least one public program, workshop, and/or other type of structured educational outreach event with school children (K-12), including Felicia Render’s presentation to sixty high school freshman, along with Deacon John, on the importance of education and *The HistoryMakers* fellowship program during *The HistoryMakers’ 2nd Annual Back to School With The HistoryMakers* in September, 2011.

Six out of seven (86%) of the host institutions reported that the fellowship improved their ability to do community and public outreach. Public programs and outreach conducted and implemented by the fellows at their host institutions and through the web reached a cumulative total of 225,000 people. The demographics of these audiences ranged in terms of ethnicity, gender, and age.

Social Media

Six out of seven (86%) of fellows used social media to conduct outreach for a collection, public program, and/or other event while they were working at their host repositories. Maryland State Archives fellow Krystal Appiah created a social media policy and a Facebook presence for the Legacy of Slavery Department. At Princeton, Brenda Tindal wrote numerous blogs on African American materials in Mudd’s collection and wrote “History of Minorities at Princeton” for the Princeton website. All of the fellows expressed strong opinions regarding social media’s increasing importance as a tool for outreach, especially outreach to new audiences, for African American archival collections and archives in general. “At this point, social media is a must for outreach. It is a key player in today’s society. For African American archives that too often do not have an abundance of funding, social media is the best method of free advertisement of the archive, the collections, and events.” –Aisha Johnson (Franklin Library at Fisk University)

“With the increase in technology usage and the discovery of technical obsolescence, I see the potential for social media as a use of new technology for access to archival resources and to enhance public relations and philanthropy. Archives can use information technology and social media to meet the educational, cultural and intellectual challenges of the future, as well as a way to promote upcoming events and marketing. However, archivist and information professionals must stay

abreast to the constant change in technology in order to stay current and provide future access to its collections.” – Felicia Render (Amistad Research Center)

Publicity

100% of the host institutions reported that at least one and at most three articles were generated about their fellow, including a feature on Aaisha Haykal in *The Post and Courier* (Charleston, South Carolina) on January 25, 2012. As a result of that article, the South Carolina Public Records Association, who were previously unaware of the Avery Research Center, reached out to invite Aaisha to speak at a luncheon they hosted. Other press highlighting the accomplishments of the fellows and *Increasing African American Diversity in Archives: The HistoryMakers’ Fellowship, Mentoring, Training, and Placement Institute* includes:

“Aaisha Haykal: Bringing Black History to the Fore” *The Villager*, February 16, 2012

“Archivist Cheylon Woods” in *Alabama Arts Radio Series*

“Los Angeles Resident Mines Maryland State Records to Dig Up Black History” (Krystal Appiah) in the *Los Angeles Wave*, February 10, 2012

“People Did Everything They Could to Stay Together and Find Each Other” (Krystal Appiah) in *News In Black*, February 13, 2012

“Special Section: The HistoryMakers’ Fellowship” in *Archivists and Archives of Color Roundtable Newsletter* (Spring 2012)

African American History

Five out of seven (71%) of the fellows reported that the fellowship increased their knowledge of African American history.

“Over the course of the residency, I increased the depth of my knowledge of local African American history as it pertains to Maryland and the Underground Railroad. I also have a better understanding of the types of government records that the general public is not widely aware of but which contain a wealth of information about enslaved and free African Americans.” – Krystal Appiah (Maryland State Archives)

“My understanding of African American history has increased by working with my main processing projects and attending book signings, Webinars, and workshops pertaining to the history of New Orleans and the contributions of African Americans to the city. During my fellowship I have learned about African Americans’ participation in the Southern civil rights movement, civil rights organizations, and local New Orleans African American musicians.” – Felicia Render (Amistad Research Center)

Yes, my knowledge of African American history was increased in the areas of African American entertainers and prominent African Americans that live in the Los Angeles region. While attending the summer immersion program in Chicago, Illinois, the oral histories I evaluated related to African Americans that live in the Los Angeles region. This was useful because at the various events I attend I often encounter these individuals and through the evaluation process I learned about their lives and some events that occurred through African American history.” – Alyss Zohar (Hardin) (Mayme A. Clayton Library and Museum)

Increased Knowledge of African American Archival Collections

Six out of seven (86%) of the host institutions responded that the fellowship had increased their knowledge of other African American archival collections.

“Amistad staff are more familiar with related African American archival collections at host institutions due to regular discussion and regular perusal of the IMLS Fellows’ blog posts.” – Amistad Research Center

“Involvement in this program has allowed MCLM to gain a better understanding of the specific collection holdings of other African American repositories around the country.” – Mayme A. Clayton Library & Museum

Only four out of seven fellows (57%) reported that the fellowship increased their knowledge of African American collections, although in specific instances, fellows noted where their knowledge of local collections was improved. “The fellowship has increased my knowledge of African American archival collections in New Orleans. I learned more about New Orleans’ history...while working at Amistad, I am learning about a wide variety of materials documenting New Orleans’ rich ethnic heritage, and several substantial and historically significant holdings documenting the American Missionary Association’s work across the United States, the U.S.’s relationship with the African continent, and the African Diaspora.” – Felicia Render (Amistad Research Center)

Several of the other fellows stated that they knew about African American archival collections before entering the fellowship.

Inter-Institutional Collaboration

Five out of seven (71%) of the host institutions reported that the fellowship had increased their interest in further inter-institutional collaboration.

“The HistoryMakers’ program has inspired us to seek out additional public/private partnerships with local and national financial and historical organizations.” – Maryland State Archives

Mayme A. Clayton Library and Museum expressed a particular interest in collaborating with other host repositories participating in *Increasing African American Diversity in Archives: The HistoryMakers’ Fellowship, Mentoring, Training, and Placement Institute*, namely Fisk University and the Amistad Research Center.

Fellow’s Performance

Each of the host institutions praised their fellow’s performance while serving their institutions.

“Ms. Render has been an extremely reliable and effective member of Amistad’s archival team able to work independently, as well as assist in significant ways for public outreach efforts.” – Amistad Research Center at Tulane University

“Cheylon has excellent people skills and came to us with a background in public history that focused on outreach. On a personal level she worked well with all people, and was an excellent advocate for archives, and for our institution.” – Alabama Department of Archives and History

“Krystal...was a consummate archivist who conducted her work with a professional and cordial demeanor. Her commitment to exploration, preservation and dissemination of African American related records was impressive and clearly inherent. We would be happy to have her as a full time employee.” – Maryland State Archives

“We would love to have [Aisha] here at Fisk. She has broadened her knowledge of African American archives and would work extremely well in an archival program at an HBCU. She is a good researcher and has a strong sense of and interest in African American culture and history.” – Franklin Library at Fisk University

“Brenda’s background in African American history is unmatched by any archivist I know.” – Seeley G. Mudd Manuscript Library at Princeton University

In general, comments about fellows’ weaknesses centered around processing.

“Haykal loves to research and her Scope and Content notes, with their elaborate description reflected that. We had to convince her to leave some work for our researchers to do. Initially she was combative and challenged when it came to accepting constructive criticism, but she has learned during the past three months that mentions about the work created was not a personal attack. She has come to understand that the staff was simply recommending ways in which we operate or ways to be more concise and effective.” – Avery Research Center

“[Cheylon] worked extremely well with smaller collections, but like many novices, she was at overwhelmed at first by a large unorganized collection. Experience taught her to overlook the small details and focus on the collection as a whole.” – Alabama Department of Archives and History

Despite initial weaknesses of the novice archivists, 100% of the host institutions said that they witnessed growth in their fellow's skills, including processing, and performance over the course of their placement.

“Ms. Renders working knowledge of the various aspects of the archival program (reference, acquisitions, processing, and preservation) has significantly increased during her time at Amistad. She came to the Center with little practical knowledge of working with paper-base collections or in reference services and will now continue to contribute to Amistad's mission by becoming a full-time project archivist for a three-year grant funded project.” –Amistad Research Center

“Obviously [Cheylon] ability to process collections grew as she had more experience. She learned to plan and implement public programs on her own. We helped coach her through her first workshop, but she handled all details of some subsequent workshops. I had some concerns about time management and organization at first, but we discussed these issues and worked together on strategies to overcome these issues. I believe she matured over the course of the fellowship.” – Alabama Department of Archives and History

“We have witnessed Alyss develop her ability to engage with the public during her time at MCLM. The unique challenges that Alyss confronted while spearheading the processing of the MCLM collection provided her with opportunities to problem solve her way through new experiences that not only aided her professional development but significantly improved her performance. For example, faced with the daunting task of inventorying the MCLM photograph collection (roughly 17,000 items), Alyss was able to develop a model for completing this task that can be universally applied to processing similar collections. The end result was a project that was completed in less than six months efficiently and effectively.” – Mayme A. Clayton Library and Museum

The fellows also gave examples of the ways in which they saw themselves grow as archivists as a result of the fellowship.

“Throughout this fellowship I was able to identify how my mind processes collections and what is the best way to convey that to my co-workers” – Cheylon Woods (Alabama Department of Archives and History)

“During the fellowship, I continued to develop my skills in creating effective search tools through database and website design. I also expanded upon my knowledge of creating and maintain a sustainable social media initiative.” – Krystal Appiah (Maryland State Archives)

The most revealing assessment of the fellow's performance was the fact that 100% of the host institutions said that they would recommend their fellow for an archival position in African American archives, as well as archives in general.

Employment and Professional Development

Seven out of seven (100%) of the fellows reported that the fellowship increased their marketability/employability as an archivist for employment with African American collections. The truth in this assessment is evident by the fact that six out of seven of the fellows have secured post-fellowship placement and the seventh was awarded a scholarship to attend library school.

Three of the fellows will be working primarily with African American collections in an archival position. Others will be working as a reference librarian/African American specialist in a rare book/special collections library and teaching 19th and 20th century American history and incorporating archival materials into curriculum.

All of the fellows see themselves working in archives in some form or another in the next five years, as archive administrator, rare books and special collections librarian, or an independent/consultant archivist.

Program Assessment

Summer Immersion Program

Initial growing pains during the 2011 Summer Immersion Program were evident in the survey results regarding the Summer Immersion Program. Only two out of seven fellows (29%) said that the Summer Immersion Program prepared them for the work that they did at their host repository.

The fellows made several suggestions regarding skills/activities that should be added to Summer Immersion Program included:

- More emphasis on public programming and working with paper collections
- Incorporating a season archivist to teach archival standards through hands on training
- Teaching a more national focused African American history rather than Chicago-focused

The HistoryMakers has hired Dr. Cecilia Salvatore, Archives Instructor at Dominican University, to teach nine archives lectures during the 2012 Summer Immersion Program. In addition to Dr. Salvatore, Dr. Katherine Wisser, Archives Instructor at Simmons College will provide a hands-on EAD/EAC-CPF training for the 2012 fellows during the first week of the 2012 Summer Immersion Program. The 2012-2013 fellows will process three special collections projects each during the 2012 Summer Immersion Program. These special collections projects consist almost entirely of paper materials from *The HistoryMakers*' "An Evening With..." program series. Lastly, *The HistoryMakers* has worked closely with Dr. Christopher Reed, Professor Emeritus at Roosevelt University, to ensure that the African American history lectures during the 2012 Summer Immersion Program will cover the breadth of African American history, including emphasis on material that is relevant to African American archival collections. The fellows will be using the acclaimed *The African-American Odyssey: Combined Volume* by Darlene Clark Hine, William C. Hine, Stanley C. Harrold covering African American history from the trans-Atlantic crossing to the present.

General

Host institutions reported that the overall strengths of the fellowship program included:

- Ability to mentor and train a new archives and library graduate in targeted areas of the archival program
- Communication with peer institutions that have related collections
- Professional Development
- "The greatest strength is the sheer fact that it exists and is trying to address a great problem in the archival community!" – Alabama Department of History and Archives

Areas of improvement included:

- Working with paper-based collections during the Summer Immersion Program (see above)
- Mayme A. Clayton Library and Museum noted that the selection process for fellows did not meet the ideal needs of its institution.

All of the host institutions recommended *Increasing African American Diversity in Archives: The HistoryMakers' Fellowship, Mentoring, Training, and Placement Institute* for additional funding in future years.

2012-2013 Program

5) IMLS Advisory Board Call

On December 22, 2011, *The HistoryMakers* held an IMLS Advisory Board call to discuss the progress of the 2011-2012 fellowship and the upcoming recruitment process for the 2012-2013 fellows. During the call, *The HistoryMakers*' solicited recommendations regarding institutions and individual outreach contacts to identify qualified applicants for the 2012-2013 fellowship. In particular, the IMLS Advisory Board suggested contacting the various archival studies programs throughout the country and targeting specific archival instructors with an interest in African American archives. The IMLS Advisory Board recommended improvements for the Summer Immersion Program, including hiring between one to three archival instructors to conduct archival instruction sections for the 2012 Summer Immersion Program in order to provide consistency in terms of archival training.

6) Recruitment of the 2012-2013 IMLS Fellows

Recruitment for the 2012-2013 fellowship program began in October, 2011, with the release of the Fellowship Announcement (See Exhibit H: HistoryMakers IMLS Fellowship Announcement) and continued until the application deadline on February 14, 2012. During this period, the Fellowship Announcement was sent to over 140 archival instructors, archives programs, archives and history e-mail listservs, and library and museum partners, including:

- 30 Museum and Library Services Program Student Services’ Departments
- 22 Recommenders of Previous Fellowship Applicants
- 59 Library & Archives Contacts (*The HistoryMakers’* internal database)
- 19 Archives and Library Listservs (including SAA Student Forums, SAA Archives and Archivists List, HBCU Library Alliance, ALA Diversity Office, Association of Moving Image Archivists, Archives and Archivists of Color Roundtable)
- 8 Archives and Library Organizations/Associations (including the National Council for Black Studies, Chicago Council for Black Studies, Beta Phi Mu, American Library Association, and the Association for the Study of African American Life and History)

For a complete list of outreach contacts see (Exhibit I: 2012-2013 IMLS Recruitment Master Contact Sheet).

Applicant Selection

The HistoryMakers received a total of sixty-eight applications for the 2012-2013 *Increasing African American Diversity in Archives: The HistoryMakers’ Fellowship, Mentoring, Training, and Placement Institute*. Both *The HistoryMakers* and the host institutions were impressed with this year’s applicant pool. (Exhibit J: 2012-2013 HistoryMakers’ IMLS Fellowship Applicant Worksheet) In comparison to the 2011 applicant pool, this year’s applicant pool was more diverse in terms of ethnicity and gender, including an increase in the percentage of male applicants from 12% in 2011 to 20% in 2012. Furthermore, 80% of the 2012 IMLS applicant pool had an M.L.I.S. /M.I.S. degree in comparison to only 52% in 2011.

Early on in the application process, *The HistoryMakers* and the Amistad Research Center determined that the Amistad Research Center would not participate in the 2012-2013 fellowship program as a host repository. As a result, *The HistoryMakers* notified those applicants that ranked the Amistad Research Center as their first preference and asked them to send in a revised list of host institution preferences.

Some host institutions noted that their initial candidate pools, which were based on each applicant’s host institution preferences, were not as strong as the previous year. As a result, *The HistoryMakers* added candidates to both the Maryland State Archives, Franklin Library at Fisk University, and Mayme A. Clayton’s Library and Museum’s candidate pools to ensure that strong candidates in other host institution pools were not overlooked in the selection process.

2012-2013 IMLS Fellow Applicant Pool

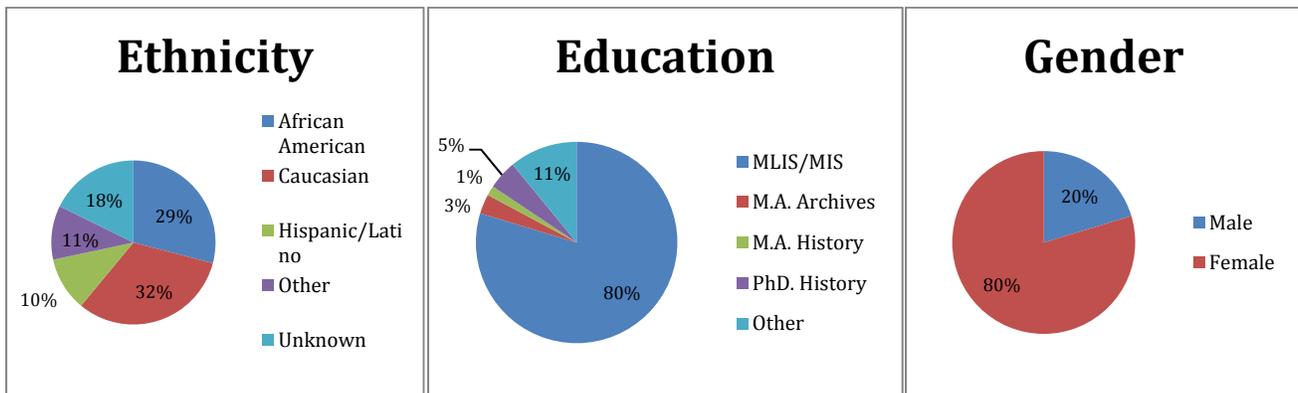


Illustration 1: Candidate Pool Statistics

Pre-Round One

Application selection for the 2012-2013 fellowship proceeded in accordance with the Applicant Selection Schedule (Exhibit M – Applicant Selection Schedule and Guidelines). *The HistoryMakers'* staff, including the project director, Jessica Levy, and the authorizing official, Julieanna Richardson, reviewed and evaluated every application using the 2012-2013 IMLS Fellowship Evaluation sheet (Exhibit K: Applicant Evaluation Sheet). Candidates were assessed in regards to the following criteria:

- Desire to work long term in black archives
- Formal archival education
- Prior experience working in archives
- Knowledge of EAD
- Knowledge of EAC-CPF
- Knowledge of Library of Congress (LOC) Subject Headings
- Writing Skills
- Knowledge of African American history
- Institutional fit

Each the application materials (Cover Letter, Resume, Essay, Transcripts, Letters of Recommendation), *The HistoryMakers* sent each applicant an Interview Evaluation and Finding Aid Test to assess their knowledge of Library of Congress subject headings, knowledge of EAD, and writing skills (See Exhibit L: Interview Evaluation and Finding Aid Screening Test). *The HistoryMakers* eliminated those applicants who did not meet the basic requirements of the fellowship.

Round One

The HistoryMakers sent the applications, including the Interview Evaluation and Finding Aid Screening Test, and an evaluation sheet to the five partnering host institutions. During Round One of the applicant selection process, each host institution received between twenty and twenty-five applications. Applications were distributed based on host institutions preferences designated by the applicant. As application selection proceeded, some institutions, including the Maryland State Archives, Mayme A. Clayton Library & Museum, and Franklin Library at Fisk University, received additional applications in order to ensure that each host institution had an opportunity to select from the most qualified applicants, who may not have been grouped in their initial applicant pool.

Each host institution reviewed all of the applications in their applicant pool and conducted first round interviews with two to six applicants using the 2012-2013 IMLS Fellowship Applicant Evaluation Sheet to assess the candidates, in addition to their own list of questions.

Round Two

Based on the first round interviews, each host institution then selected two to three candidates for second round interviews. Second round interviews were conducted jointly with *The HistoryMakers*, the host institution, and each applicant. All final decisions about candidate selection were made jointly by *The HistoryMakers* and the host institutions.

Selection

Six applicants were selected for the 2012-2013 *Increasing African American Diversity in Archives: The HistoryMakers' Fellowship, Mentoring, Training, and Placement Institute*. One additional applicant, Marika Cifor, was invited to apply for a position with *The HistoryMakers* and participated in a three-day trial period at *The HistoryMakers'* office in Chicago, Illinois.

One of the six accepted applicants, Joyce Joseph (Franklin Library at Fisk University), rejected her fellowship offer to pursue another opportunity in New York City. As a result, *The HistoryMakers* and the Franklin Library at Fisk University selected an alternate, Amanda Carter, who subsequently accepted her fellowship offer.

The 2012-2013 IMLS fellows represent a highly educated, diverse, and motivated group of people interested in archives, especially African American archives. They come from all over the country and have differing interests. The following fellows were chosen:

	Last Name	First Name	Degree	Institution	Placement
	Carter	Amanda	MIS	University of Tennessee	Franklin Library at Fisk University
	Champion	Alex	MLIS	University of Wisconsin	Maryland State Archives
	Hearn	Skyla	MLIS	University of Illinois	Carter G. Woodson Chicago Public Library
	Lovett	Cynthia	MLIS	Rutgers University	The HistoryMakers

	Powell	Chaitra	MLIS	University of Arizona	Mayme A. Clayton Library and Museum
	Whitney	Ardra	MLIS	Queens College	Avery Research Center

The fellows are from six different museum and library schools from across the country. Five of the fellows are female and one is male. Five of the fellows are African American and one is Caucasian. All of the fellows have their M.L.I.S. /M.I.S. degree.

Summary Information	
Ethnic Diversity	
African American	5
Caucasian	1
Gender	
Male	1
Female	5
Average Age	32
Youngest Participant	26
Oldest Participant	42
Regional Diversity	
Northeast	2
Midwest	3
South	1

For more information on the fellows' backgrounds, including their research interests, hobbies, and favorites, see (Exhibit N: 2012-2013 Fellows)

7) Pre-Institute Preparation

In addition to their acceptance letters, each of the 2012-2013 IMLS received a welcome packet, as well as a series of pre-Institute mailings that contained the following materials (Exhibit O: Pre-Institute Materials):

Welcome Package/Pre-Institute Mailing #1

- Acceptance Letter
- Fellowship Participant Terms and Conditions
- Acceptance Form
- Employee Information Form
- *The HistoryMakers* Employee Manual

- *The HistoryMakers* Confidentiality Agreement
- W-4 Form
- Institute Expectations
- Summer Immersion Program Daily Schedule
- Overview of their Host Institution
- *The HistoryMakers*' Overview
- What to Bring
- South Loop Guide
- Housing Guide
- CTA System Map
- Healthcare Employee Enrollment Form

Pre-Institute Mailing #2

- Fellows Contact Information
- Fellows Resumes
- Fellows Questionnaire

Pre-Institute Mailing #3

- First Two Weeks' Archival Readings
- Fellows Biographical Overview
- Staff Buddy Assignments

The HistoryMakers has also remained in constant contact with the 2012-2013 fellows assisting the fellows in securing housing in Chicago and at their host repositories, assigning *HistoryMakers*' staff buddies to help foster the fellows' integration into *The HistoryMakers*, and holding a pre-Institute conference call held on **Wednesday, May 16, 2012** with all of the 2012-2013 IMLS fellows, the *Institute* faculty and *The HistoryMakers*' staff to make introductions and review the schedule and expectations for the 2012 Summer Immersion Program. (Exhibit P: Pre-Institute IMLS/Staff Conference Call Minutes)

Summer Immersion Program

The HistoryMakers has finalized all arrangements for the 2012 IMLS Summer Immersion Program, including the Summer Institute Schedule and Syllabus (See Exhibit Q: Summer Immersion Program Schedule and Exhibit R: IMLS Summer Immersion Program Syllabus).

Welcome Luncheon

The 2012-2013 IMLS fellows will begin their fellowship with a Welcome Luncheon held on **Sunday, June 3, 2012** between 12 p.m. and 5 p.m. at *The HistoryMakers*' offices (1900 S. Michigan Avenue). During the luncheon, fellows will receive a tour of *The HistoryMakers*' offices, including the fellows' work stations. *The HistoryMakers* staff and fellows will review the expectations of the grant and will have an opportunity to get to know each other through interactive ice-breakers and casual conversation.

The Summer Immersion Program, which begins on **Monday, June 4, 2012**, includes archives and African American history lectures, field trips, assignments, and the fellows' participation in the 2012 Society of American Archivist Conference in San Diego, California.

Visiting Faculty

The archival seminars for the 2012 Summer Immersion Program will be headed by Dominican University Associate Professor Cecilia Salvatore and the African American history lectures will be headed by Professor Emeritus of History at Roosevelt University Christopher Reed. In addition to Professor Salvatore, Katherine Wisser, Assistant Professor and Co-Director, Archives/History Dual Degree Program, Simmons College, will lecture on EAD/EAC-CPF during the first week of the Summer Immersion Program, and Jacqueline Goldsby, Professor of English and African American Studies, will

lecture on her work with “Mapping the Stacks,” a project to process a collection of manuscripts, sound recordings, photographs, and moving images documenting Black Chicago’s literary, cultural, and visual histories during the 1930s-1970s and make those archives accessible to researchers and the public. (Exhibit S: IMLS Visiting Lecturers Resumes)

Field Trips

The 2012-2013 fellows will participate in five field trips:

Tuesday, June 12, 2012

Carter G. Woodson Chicago Public Library (Vivian Harsh Collection)

Representative: Michael Flug, Vivian Harsh Processing Project Archivist and Beverly Cook, Archivist

Type of Institution: City Public Library

Friday, June 29, 2012

University of Chicago Archives

Representative: Eileen Ielmini

Type of Institution: University Archive

Monday, July 23, 2012

Chicago Black History Tour

Representative: Tony Burroughs, Genealogist and Local Historian

Friday, July 27, 2012

Center for Black Museum Research at Columbia College

Representative: Susan Flandreau and Eileen Ielmini

Type of Institution: Specialty Collection

Friday, August 3, 2012

National Archives and Records Administration – Chicago Regional Branch

Representative: Doug Bicknese

Type of Institution: Federal Government Archive

With the field trip schedule, *The HistoryMakers* made a concerted effort to include a diverse range of institutions and experiences for the 2012-2013 fellows. All archival field trips will include a behind-the-scenes tour of the archive, led by archivists from the respective institutions. Institutional representatives will also speak to the fellows about particular processing techniques, institutional procedures and practices. At Carter G. Woodson Chicago Public Library fellows will also have the opportunity to process some of the institution’s Vivian Harsh Collection and work with Carter G. Woodson’s digital collections.

Assignments

During the 2012 Summer Immersion Program, each fellow will complete 30 interview evaluation and finding aid assignments, as well as three special collections processing assignments. (Exhibit T: IMLS Fellow Assignments) The number of finding aid assignments was reduced based on experience and feedback from the 2011 Summer Immersion Program. The assignments have been spread out throughout the summer and deadlines are clearly marked in the IMLS Summer Institute Schedule.

In addition to their finding aid and special collections processing assignments, each fellow will work with their host institution to develop a participation plan. These plans will highlight the activities that each fellow will complete during their nine-month residency at their host repository, including the public and technical service components of their archival setting. The plans will also describe the outreach activity that each fellow will complete and note the number of hours that the fellow will be expected to participate. These plans will be presented to the other fellows and *HistoryMakers*’ staff during a conference call with the host institution. The final participation plans will be submitted to IMLS by **Friday, August 21, 2012**.

8) Society of American Archivists Conference

Both the 2011-2012 fellows and 2012-2013 fellows will attend the 2012 Society of American Archivists' Conference in San Diego, California, between **Wednesday, August 8, 2012** and **Saturday, August 11, 2012**, along with *The HistoryMakers'* Executive Director Julieanna Richardson, *The HistoryMakers'* archivist Daniel Johnson, and representatives from several of the host repositories.

The HistoryMakers has arranged to host a program dinner during the conference on **Wednesday, August 8, 2012, at 7:00 p.m. at Vela Restaurant at the Hilton Bayfront Hotel** for all of the fellows, host repository representatives, IMLS program officers, IMLS Advisory Board members, and other guests. This dinner will provide an opportunity for the fellows, host institution partners, and other relevant parties to get to know each other and form connections that can be used for future collaboration.

All of the 2011-2012 fellows will present a poster presentation or participate in a panel presentation (Exhibit U: *The HistoryMakers* IMLS SAA Conference Schedule). Likewise, *The HistoryMakers* has also organized a panel discussion on (diversity and the profession), which will include a discussion of the fellowship program. Panelists for this panel discussion include Julieanna Richardson, Daniel Johnson, Emory University Curator of African American Collections Randall Burkett and University of Oklahoma Assistant Professor of Archives Kelvin White. *The HistoryMakers'* IMLS SAA Conference Schedule includes:

Wednesday, August 8, 2012

3:15 p.m. – 5: 15 p.m. – Archivists and Archives of Color Roundtable

7:00 p.m. – 10:00 p.m. – *The HistoryMakers'* IMLS Dinner (Vela at the Hilton Bayfront Hotel)

Thursday, August 9, 2012

9:30 a.m. – 10:00 a.m. – Poster Sessions (Cheylon Woods, Krystal Appiah, and Felicia Render)

12:00 p.m. – 1:15 p.m. – Forum: African Americans and the Archival Profession: Evolving Perceptions of Diversity (Julieanna Richardson, Daniel Johnson, Randall Burkett, Kelvin White)

Friday, August 10, 2012

8:30 a.m. – 9:30 a.m. – Session 309: Rules of Engagement: The Politics and Pleasures of “Living Archives” (Georgette Mayo, Aaisha Haykal, Aisha Johnson, Alyss Zohar, Brenda Tindal)

3:00 p.m. – 3:30 p.m. – Poster Sessions (Cheylon Woods, Krystal Appiah, and Felicia Render)

In addition to the activities outlined on the schedule, many of the 2011-2012 fellows are members of various other roundtables and awards committees. The conference will be a chance for the 2011-2012 fellows to strengthen the connections that they have made over the past year and an opportunity for the 2012-2013 fellows to begin taking steps to become active and informed members of the archival profession by observing and participating in panels, roundtables, and form professional relationships.

9) The HistoryMakers' IMLS Toolkit: Designing a Program

As outlined in the grant, *The HistoryMakers'* created a Toolkit: Designing a Program describing how to create a diversity in archives fellowship program. This Toolkit is available online (<http://www.thehistorymakers.com/toolkit-designing-program>) for use by other institutions, organizations, individuals interested in initiating their own diversity in archives fellowship program. The Toolkit includes the following sections: First Steps; Goals; Funding; Advisory Board; Design and Planning; Identify Partners; Selection Process; Program Development; and Evaluation. The Toolkit offers interested parties an inside perspective on how *Increasing African American Diversity in Archives: The HistoryMakers' Fellowship, Mentoring, Training and Placement Institute* was created, as well as provides link to useful resources, including the IMLS Available Grants page (http://www.imls.gov/applicants/available_grants.aspx) and a list of museum and library science programs, including contact information.