



Board Meeting Minutes

Date: 07 September 2016

The
**Archivists
Round Table**
of Metropolitan
New York,
Inc.

P.O. Box 151
New York
NY
10274-0154

Present:

Rachel Harrison, Director of the Education Committee
Alexandra Lederman, Director of the Programming Committee
Rossy Mendez, Director of Communications Committee
Rebecca Chandler, Director of the Membership Committee
Katherine Martinez, Secretary
Karen Jamison Trivette, Vice President
Kerri Anne Burke, President
Miranda Mims, Director of the Advocacy Committee
Lindsay Anderberg, Director of Outreach

Calling in:

Michael Andrec, Treasurer

Kerri Anne called the meeting to order.

ARCHIVES WEEK

- Archives Week is 6 weeks away, 19 events are currently planned with a goal of 22, including a tentative panel discussion at Columbia

_____ **SYMPOSIUM, OCTOBER 20th:**

- 17 proposals have been submitted
- The Education Committee will be determining which ones will be accepted and how panels will be organized

_____ **AWARDS CEREMONY, OCTOBER 27th**

- Nominees and volunteers are being sought for the Awards Ceremony

Categories:

- a. Outstanding Support of Archives
- b. Innovative Use of Archives
- c. Archival Achievement



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d. Award for Educational Use in Archives

INTERNSHIP POSTING GUIDELINES

- A former board/ART member recently expressed dismay over the circumstances of an internship posting, this was a topic of the last minute
- In response, ART has agreed to align with internship guidelines written by SAA

ADVOCACY

- The format of advocacy action listings on the website will be undergoing a redesign to present as a blogroll/feed to facilitate review

OUTREACH

- Archives Education Institute (AEI) will be at NARA, there are plans to coordinate DPLA
- DPLA is interested in conducting assessment concerning how often primary sources are utilized by K-12 groups.
- ART Website has been updated to include an AEI event on October 22nd during Archives Week

TWITTER

- ART is collecting suggestions for Twitter Chats, these will be coordinated with SAA Chats so they do not coincide
- Ideally, this would occur after events to create a virtual space to continue conversations and Q&A
- Ask an Archivist Day could be a potential topic for a chat

FACEBOOK

- ART page has been updated with a more concise address
- ART Page vs. Group (there is currently one of each, benefits are being discussed as to whether they should be merged):
 - a. Group has more members than page, but it is relatively inactive.
 - b. Page does not facilitate posting by users, maintained by administrators

PROGRAMMING



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- Seeking a Holiday Party location, (should have 150-200 capacity)
- La MaMa is ready to host an event, possibly in November

VOLUNTEERS

- The ART website volunteer page has been updated
- Members who have expressed an interest in certain committees may be contacted for events or Archives Week

STRATEGIC PLANNING

- ART will be developing a calendar of routine events and activities, as well as a statement to direct and define strategic planning

The meeting adjourned.

Attachments: *Board Reports, Financial Report, Best Practices for Internships as a Component of Graduate Archival Education*

Respectfully submitted,

Katherine Martinez, Secretary of the Board



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Board of Directors Meeting Agenda

Date: 07 September 2016

Location: Citi Center for Culture, 153 E. 53rd Street

Discussion Items:

1. Archives Week (KAB to lead) (10 minutes)
 - a. Outreach to repositories – More events needed
 - b. Symposium (RH co-lead)
 - i. Volunteers needed
 - ii. Board members needed
 - c. Awards Ceremony
 - i. Nominees needed
 - ii. Volunteers needed
 - iii. Journal ads/ vendors
2. Internship/ Job Postings (KAB to lead) (5 minutes)
3. Advocacy – Letters (MM to lead) (5 minutes)
4. Outreach (LA to lead) (5 minutes)
 - a. Project, What is an Archives?
 - b. Committee Budget
 - c. Planning Events + Promotion
5. Communications (RM to lead) (5 minutes)
 - a. Twitter chat- topics needed
 - b. Facebook update
6. Programming (AL) (2 minutes)
 - a. Holiday Party location needed
7. Membership (RC to lead) (2 minutes)
 - a. Any board members need committee members or volunteers
8. Strategic Plan and Calendar (KT to lead) (2 minutes)
9. Passwords – LastPass (MA to lead) (2 minutes)
10. WildApricot/WufooTutorial(if time allows) (KAB to lead)



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President Board Report

Date: 9/5/16

Name: Kerri Anne Burke

Title: President of the Board

- Archives Week: NYAW – we have 16 events plus our three signature events so far. I am hoping to get a few more events to match last year's number of 22. This information goes in to our report to MetLife later this year and in the application for next year.
- Awards Ceremony: More nominees are needed
- Vendors for sponsorships are needed
- Volunteers are needed to assist at the ceremony
- Register for events – board members who wish to attend AEI, the Symposium and the Awards Ceremony should register for the events.



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Director of Communications Board Report

Date: September 06, 2016

Name: Rossey Mendez

Title: Director of Communications Committee

Open Issues and Discussion Items:

- Facebook page- The name on the page has been changed from **New York Archivists of Metropolitan New York- ART to New York Archivists Roundtable – ART**. Name change is now under review with Facebook. I also added a username *archivistsroundtablenyc* so that people can find us easily.
- Facebook Group- The group is staying as a place for members to post announcements and I will monitor it at least once a month. I have to find out how to make a sticky note to inform users about the page but as a moderator and not administrator I am trying to get these privileges.
- Twitter Chat- Sept 27th tentative date (have to check with SNAP and AACR twitter chats). Topic is TBD any suggestions are welcome.
- Social Media Report: Facebook: 409 likes (up 9 likes)
Twitter: 2,973 (up 40 followers)

My re-tweeting and reposting has been down this week but my goal is to increase to 3,000 followers by next meeting.



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Director of Education Board Report

Date: September 7, 2016

Name: Rachel S. Harrison

Title: Director of Education

Open Issues and Discussion Items:

We have received numerous submissions for the annual Education Symposium, which the Education Committee will now evaluate. We will need volunteers on the day of the symposium, October 20, at the Center for Jewish History, and I would appreciate it if several Board members could be present, if possible, to help with set-up, clean-up, registration, and passing microphones during the question and answer periods.

The ePADD workshop is the morning of October 11. Registration filled up extremely quickly, so there is clearly an interest in the topic. I am open to suggestions of further education workshop ideas, for after Archives Week.



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Director of the Membership Committee Board Report

Date: September 7, 2016

Name: Rebecca Chandler

Title: Director of the Membership Committee

Open Issues and Discussion Items:

- **Are there any topics you would like to discuss with the Board? Please list below. Any items for discussion you have will be added to the Meeting Agenda, to be distributed in advance of the meeting date.**
- Total failure in the duplication of PO Box key department. Apparently it's a federal offense to copy one and my post office had no idea how to apply for a copy. Still working on this!
- I will be reaching out to the members of the Membership Committee to see if either of them would be interested in heading up the mentorship program.
- Is anyone in need of volunteers? I can update the volunteer page and/or search WA to see who might have shown interest in what.



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Director of Outreach Board Report

Date: 1 September 2016

Name: Lindsay Anderberg

Title: Director of the Outreach Committee

Open Issues and Discussion Items:

- AEI is set with a date, place, and landing page: [http:// www.nycarchivists.org/aei](http://www.nycarchivists.org/aei). The Outreach Committee is meeting the week of Sept. 12 to finalize the list of archives we'd like to participate, format, and divvy up outreach. We are also planning to reach out to Franky at dp.la about a presentation and being involved in a pilot program to assess teachers' use of dp.la.
- I'd like to discuss potential upcoming events/initiatives for Outreach and pick a month
- Can we close the "what is an archive?" project, or is that something someone wants take up again and talk about?



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Director of Programming Board Report

Date: September 06, 2016

Name: Alexandra Lederman

Title: Director of Programming Committee

Open Issues and Discussion Items:

- Programming Committee on September 6, 2016.
- Bell Labs Tour Sept 24, 2016.
- Oral History event at BHS on March 7, 2017
- Brooklyn Museum is not very responsive to the idea of having the Holiday Party there- any thoughts or recommendations would be great.



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Vice President Board Report

Date: 01 September 2016

Name: Karen J. Trivette

Title: Vice-President/President-Elect

- Kerri Anne Burke, current ART President, and I met on 31 August 2016 to review various matters including moving events from the WuFoo account to the website via Wild Apricot. Technical difficulties plagued our efforts but we managed to review some events and evaluate them for completeness.
- Burke and I also continued to plan a visit with New England Archivists officials for an upcoming partnering opportunity for 2018. We will travel to New Haven in the near future to examine venues and discuss other details.
- Also, we discussed establishing a master calendar of events and associated activities and deadlines for future board members' use.
- I spoke with Wendy Scheir, Director, University Archives & Special Collections and Kellen Design Archives (Parsons The New School For Design) New School Libraries & Archives to ascertain her plans for Archives Week; she has no plans at the present time.

Open Issues and Discussion Items:

- I would like to discuss the possibility of working on a Strategic Plan for ART to carry us through the year 2020. I think it would be a great step for the ART leadership to take.



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Director of Advocacy Board Report

Date: September 7, 2016

Name: Miranda Mims

Title: Director of Advocacy Committee

Open Issues and Discussion Items:

Advocacy Webpages: Updated the advocacy webpages to give them a fresher more engaging feel, as well as the Advocacy Actions page, which Dennis Riley, past director, began before his departure.

Advocacy Actions: Currently, there are several advocacy letters that were drafted but not sent, which needs to be addressed by the board, including:

- o Letter written to the Chair of the Senate Committee on Rules and Administration, to support the reauthorization of the Library of Congress sound recording and film preservation programs (S. 2893), May 21, 2016.

- o Letter written to the Chair of the Investigations and Government Operations Committee, to support the Senate bill (S2171), which relates to the copyright status of state government records. March 7, 2016.

- o Letter written to the Chair of the Judiciary Committee, to support New York State Assembly bill A07682 that amends the civil practice law and rules and the criminal procedure law in relation to recordings found on police cameras. May 5, 2016.

Advocacy Committee Meeting: First meeting is scheduled for this month.



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Treasurer Board Report

Date: 9/5/16

Name: Mike Andrec

Title: Treasurer

The usual financial numbers are under separate cover.

Password management update

We did not manage to do a full evaluation during the 14-day free trial period. We have two possibilities for proceeding: 1) buy a 1-year subscription for two board members (myself and Kerri Ann?) for \$33.60, then we can add however many additional users for \$16.80 per user per year. Or, 2) I can create a new dummy 14-day trial account under my work email address, and pretend it's for the Ukrainian History and Education Center.

Cash Summary
Archivists Round Table of Metropolitan New York, Inc.
For the month ended 31 May 2016
Excluding Sales Tax

	Aug 2016	Jul 2016	Jun 2016	May 2016	Apr 2016	Mar 2016	Feb 2016	Jan 2016	Dec 2015	Nov 2015	Oct 2015	Sep 2015	YTD Actual
Income													
Bank Interest	\$0.80	\$0.97	\$1.06	\$0.99	\$1.18	\$1.01	\$1.03	\$1.31	\$1.25	\$1.37	\$1.29	\$1.27	\$1.77
Donations	\$0.00	\$335.00	\$75.00	\$65.00	\$0.00	\$0.00	\$100.00	\$0.00	\$95.00	\$65.00	\$110.00	\$45.00	\$335.00
Education Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00	\$540.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	\$0.00
Holiday Party Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$20.00	\$20.00	\$785.00	\$5.00	\$0.00	\$0.00
Membership	\$1,415.00	\$3,665.00	\$3,515.00	\$240.00	\$215.00	\$520.00	\$65.00	\$415.00	\$525.00	\$980.00	\$1,580.00	\$2,235.00	\$5,080.00
Program Revenue	\$15.00	\$107.00	\$20.00	\$0.00	\$161.00	\$488.00	\$262.00	\$149.00	\$2,777.00	\$45.00	\$25.00	\$145.00	\$122.00
Total Income	\$1,430.80	\$4,107.97	\$3,611.06	\$305.99	\$377.18	\$1,009.01	\$443.03	\$585.31	\$3,418.25	\$1,891.37	\$1,736.29	\$9,466.27	\$5,538.77
Less Operating Expenses													
Annual Business Meeting	\$0.00	\$234.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$234.80
Awards Ceremony	\$300.00	\$0.00	\$2,310.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115.31	\$970.00	\$0.00	\$300.00
Bank Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.96	\$4.40	\$0.00
E-Mail/Web Domain	\$0.00	\$0.00	\$416.66	\$0.00	\$0.00	\$0.00	\$0.00	\$11.47	\$0.00	\$0.00	\$0.00	\$611.87	\$0.00
Holiday Party	\$0.00	\$0.00	\$0.00	\$11.76	\$0.00	\$0.00	\$0.00	\$0.00	\$1,139.27	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00	\$1,043.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K-12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$529.02	\$0.00	\$0.00
Layout Stipend	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	\$329.35	\$0.00	\$0.00
Media Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Metropolitan Archivist	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Monthly Events	\$0.00	\$125.65	\$0.00	\$0.00	\$505.70	\$0.00	\$504.42	\$0.00	\$0.00	\$299.86	\$186.50	\$30.53	\$125.65
P.O. Box	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$132.00	\$0.00
Paypal Fees	\$37.17	\$118.14	\$110.11	\$9.41	\$15.75	\$51.40	\$16.91	\$21.95	\$10.20	\$74.88	\$47.39	\$96.44	\$155.31
Postage - Treasurer	\$0.00	\$0.00	\$0.00	\$0.00	\$9.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Quickbooks	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$45.00
Symposium	\$0.00	\$0.00	\$0.00	\$228.34	\$0.00	\$0.00	\$594.62	\$700.00	\$576.66	\$10.59	\$142.41	\$0.00	\$0.00
Tax Preparation	\$0.00	\$0.00	\$0.00	\$64.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
President development fund	\$0.00	\$307.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$307.53
Workshops	\$0.00	\$0.00	\$0.00	\$280.39	\$0.00	\$0.00	\$0.00	\$0.00	\$746.25	\$9.49	\$0.00	\$0.00	\$0.00
Wufoo	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$59.90	\$59.90
Total Operating Expenses	\$389.62	\$838.57	\$2,889.67	\$1,690.07	\$583.70	\$103.85	\$1,168.40	\$3,185.87	\$2,524.83	\$562.58	\$1,929.75	\$1,286.99	\$1,228.19
Operating Surplus (Deficit)	\$1,041.18	\$3,269.40	\$721.39	-\$1,384.08	-\$206.52	\$905.16	-\$725.37	-\$2,600.56	\$893.42	\$1,328.79	-\$193.44	\$8,179.28	\$4,310.58
Sales Tax Movements													
Sales Tax Inputs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Outputs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Sales Tax Movements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Cash Movement	\$1,041.18	\$3,269.40	\$721.39	-\$1,384.08	-\$206.52	\$905.16	-\$725.37	-\$2,600.56	\$893.42	\$1,328.79	-\$193.44	\$8,179.28	\$4,310.58
Summary													
Opening Balance	\$60,888.88	\$57,619.48	\$56,898.09	\$58,282.17	\$58,488.69	\$57,583.53	\$58,308.90	\$60,909.46	\$60,016.04	\$58,687.25	\$58,880.69	\$50,701.41	\$57,619.48
Plus Net Cash Movement	\$1,041.18	\$3,269.40	\$721.39	-\$1,384.08	-\$206.52	\$905.16	-\$725.37	-\$2,600.56	\$893.42	\$1,328.79	-\$193.44	\$8,179.28	\$4,310.58
Closing Balance	\$61,930.06	\$60,888.88	\$57,619.48	\$56,898.09	\$58,282.17	\$58,488.69	\$57,583.53	\$58,308.90	\$60,909.46	\$60,016.04	\$58,687.25	\$58,880.69	\$61,930.06

31 Aug 2016 31 Aug 2015

Assets

Cash and Cash Equivalents		
Checking	\$20,000.88	\$17,470.72
Money Market	\$22,946.28	\$22,946.28
Paypal	\$18,512.19	\$9,853.94
Petty Cash	\$470.71	\$430.47
Total Cash and Cash Equivalents	\$61,930.06	\$50,701.41
<hr/>		
Total Assets	\$61,930.06	\$50,701.41
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Best Practices for Internships as a Component of Graduate Archival Education¹

Adapted from Best Practices in Public History, Public History Internships. Prepared by the National Council on Public History Curriculum and Training Committee, 2008

BACKGROUND

Professional internships allow graduate students to gain new insights into the nature of archival practice by engaging in meaningful work under the mentorship of experienced and knowledgeable archives professionals. Professional internships provide students with a unique opportunity to connect the skills and knowledge gained in their archives education with practical experience supervised by a professional archivist. For the majority of archives positions available, practical experience is a requirement.

When graduate internships are offered for academic credit, archives internships must be designed with clear educational objectives. Onsite archivist supervisors need to collaborate with teaching faculty to evaluate graduate student interns appropriately and to determine whether students have met the course's educational objectives. Onsite work may be accompanied by additional assignments as required by the faculty supervisor.

Although internships are first and foremost intended to educate archives graduate students, internships are partnerships among students, archives programs, and the sites hosting interns. No two internships will be exactly alike, so it is vital that faculty, students, and onsite staff who supervise interns take the time to discuss the project and to establish clear expectations about what will take place during an internship. It is the responsibility of the academic program to ensure that both students and supervisors at internship sites are well informed about what is expected from a successful internship. Once an internship begins, it is vital for student interns, faculty members, and onsite supervisors to maintain open lines of communication to address any problems that arise. Successful internships balance the needs and goals of all partners.

The Society of American Archivists has defined a set of overarching recommendations common to most good programs, and academic programs can use these to shape internships that meet their unique missions and pedagogical goals. SAA recommends that individual institutions and programs use these best practices, in addition to SAA's *Guidelines for a Graduate Program in Archival Studies*, to develop their own specific policies for internships.

RECOMMENDATIONS

Nature of Work: Internships engage graduate students in professional-level work that supplements formal archival education and core knowledge, strengthens or introduces new skills, encourages collaboration and teamwork, and helps to develop their understanding of how archival theories and methods are applied in practice. Such work is performed under the supervision of experienced archives professionals willing to share their knowledge and insights with student interns. An internship must include enough hours to ensure that the intern can complete a project and gain exposure to various aspects of archival management. Interns should also be oriented to institutional operations. Internship projects are designed so that a student can later refer to his or her discrete role and accomplishment when applying for

employment. In many cases, this means that internship projects are designed so that students can produce a complete work product--a digitized or processed collection, a finding aid, or an exhibit--from beginning to end. Alternatively, a project could be designed so that an intern plays a significant role on a group project, such as drafting a preservation plan for a set of maps to be digitized or creating metadata guidelines for an Omeka implementation. Interns should be allowed to use works generated during their internship as part of a portfolio or job application.

Compensation for Student Internships: Given the value of archives work and the skills possessed by archives graduate students, interns should receive compensation (in the form of academic credit or a stipend) for their work commensurate with the qualifications required for the position. Graduate internships without any form of compensation should be rare to avoid devaluing the professional nature of archival work. Institutions that cannot offer compensation will ensure all other recommended best practices are met.

Internship Agreements: Before a professional internship begins, the student intern, the onsite supervisor, and the faculty internship supervisor must agree to a clear set of guidelines for the internship. These specify the conditions of employment, including the educational objectives of the internship, the expected final work product of the internship, and the evaluation criteria that will be used by both the faculty member and the onsite supervisor. This agreement may take the form of informal letters of agreement or a more formal written contract signed by all parties, but the parameters of the internship are in writing and approved by all parties before the internship begins. Archives programs may also find it useful to provide both students and host sites with online or printed information explaining the role of internships within their curriculums and the academic requirements for student internships.

Onsite Supervisors: Interns are supervised at their internship sites by individuals with sufficient training or experience in archives to ensure that interns are exposed to methods and procedures consistent with the best practices in the field. Onsite intern supervisors will meet regularly with interns to answer questions, provide feedback on their work, and mentor them. Intern supervisors and their institutions also have a responsibility to ensure a professional and safe work environment.

Faculty Internship Supervisors: Internships must be supervised by faculty members who are knowledgeable about the field of archives and who can appropriately evaluate all of the components of an internship.

Regular Communication: Regular contact between the intern's faculty supervisor, the intern, and the onsite supervisor must be maintained during the internship. If possible, hosting sites provide student interns with opportunities to share their experiences with others and to reflect on how the internship experience connects to their coursework and issues of archival theory and practice. This can take many forms, including face-to-face meetings or virtual discussions.

Evaluation: All internships include evaluation methods that allow institutions to determine whether students have met the educational objectives of the internship. Evaluation methods and procedures are clearly defined at the outset of the internship and include written input from onsite supervisors. Interns are given an opportunity to discuss their performance and experiences with both the academic advisor and the onsite supervisor at the end of the

internship. After completion of an internship, both students and onsite internship supervisors evaluate the internship experience to identify areas for future improvement. The conclusions of these surveys can be used to enhance future internship experiences and to identify sites that may not be appropriate for hosting future interns.

Interns Do Not Replace Professional Staff: Work performed by interns must be educational and provide students with hands-on experience. The work of interns must not replace the work of professional staff.

Post-Graduate Internships: SAA recognizes some professionals may investigate additional post-graduate internships, in addition to any sponsored by archives graduate programs, and recommends participants receive fair compensation. Institutions should also follow these best practices to the best of their ability.

ⁱ Graduate archival education refers to MA/MLS/MLIS programs, with a minimum number of credit hours dedicated to an archives specialization. SAA Directory of Archival Education: <http://www2.archivists.org/dae>.

For additional information, please see:

Bastian, Jeannette A. and Donna Webber. *Archival Internships: A Guide for Faculty, Supervisors, and Students*. Chicago: Society of American Archivists, 2008.

Society of American Archivists: *Guidelines for a Graduate Program in Archival Studies*: <http://www2.archivists.org/gpas/curriculum>

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