

## President's Message

*Diana Ruby Sanderson*

Back in January while I was composing this, my final presidential message, President George W. Bush had stumped his way across the south touting the creation of a new volunteer corps. A worthy notion to be sure, his initiative builds upon the great spirit of volunteerism that runs deep and wide throughout American culture. I am sure many of you, like me, have lent your time and talents to various organizations in a variety of situations.

SNCA, too, is a volunteer organization. Archivists donate their time, expertise, creativity, and, very often, the cost of tanks of gas to serve as board and committee members, workshop leaders, meeting arrangers, and advisors to this organization. For me, serving on the board has been a small way to give back to an organization that has given me so much, including: opportunities to learn new skills at a reasonable price; a network of archivists that have always been willing to share their expertise because of our mutual membership in SNCA; a chance to visit repositories and see how things are done in other places; and a community of friends, colleagues, and kindred spirits. It is a privilege to serve an organization that I support and that supports me; it is indeed a gift to be asked to serve by and for friends and be entrusted with this duty. I thank you humbly and deeply for this year.

I could not have served with a finer, more dedicated and creative group of folks than I have with this year's Board.

Everyone has worked so hard and brought so many good ideas to the table. We have seen the membership database updated and used to its full potential thanks to Ruth Bryan. Kim Cumber found us a new web address <ncarchivists.org> and a new webmaster in Carolyn Weaver. Jason Tomberlin has kept the money coming and going and SNCA solvent. Janis Holder and her Program Committee have mounted a wonderful meeting for us this spring. Kathy Wisser, Gwen Erickson, and Ed Morris have brought great ideas and perspectives to our deliberations. And Suellyn Lathrops, our hardworking secretary and program committee scribe has kept everyone honest with fabulously detailed minutes, kept me from making too many blunders, and always, got the mailings out on time. Suellyn also gave up a lot of sleep in order to drive to our Guilford College-based meetings. Bless you! My thanks to all of you for volunteering your valued time and boundless talents; and to Gwen and Guilford College library for a lovely meeting space, our thanks, too.

So, when someone asks or when you hear a plea or just think you have something to contribute, volunteer to serve on a committee or as an elected member of the Executive Board. I guarantee the rewards are fantastic.

And, I have learned a very important lesson: never try to have an Executive Board meeting via email! Despite the miracles of the Internet age, nothing

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Members are encouraged to contribute by submitting articles, book reviews, and letters to the editor.

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beats a good face-to-face meeting to debate the intricacies of meeting and workshop prices. That is my legacy to you, Janis.

## **Changes to *The North Carolina Archivist***

*Publications Committee*

*The North Carolina Archivist* is changing formats effective for the Spring 2002 issue. The Executive Board considered and passed a proposal made by the editor, Laura Clark Brown, to publish two distinct formats twice a year. The Winter and Summer issues of *The North Carolina Archivist* will contain articles and book reviews only, adopting a more substantive, journal-like look and tone. The Spring and Fall issues will contain news and announcements, thus retaining traditional newsletter qualities. Only limited numbers of the Spring and Fall issues will be printed and mailed via surface mail to those members without access to the Internet. The vast majority of SNCA members will receive these issues via email and the SNCA web site. All issues will continue to be posted on the web site.

Members should continue to submit news items such as personnel changes, exhibit announcements, publications to Laura Clark Brown at [ljcb@email.unc.edu](mailto:ljcb@email.unc.edu). In addition, start thinking of articles you could write or books you could review, and expect solicitations for contributions. Please encourage students, who are on the front lines of research in the field, to refine and submit class papers.

## **Spring Meeting Friday, March 15, 2002 Greensboro, North Carolina**

*Janis Holder*

The recent warm weather has had me thinking that spring is right around the corner. Logically, I know that we still have the months of February and March to get through, but cheer up! The SNCA Spring meeting will relieve the tedium of those dreary winter months.



Scheduled for March 15, 2002, and hosted by Jackson Library at UNC Greensboro, this meeting promises to be a good one. The students (and most of the teaching faculty) will be off on Spring Break, leaving the campus relatively deserted. At least, parking should not be a problem, as UNCG's Parking Services Office has graciously offered to suspend ticketing in the parking lot closest to the Library. An overflow lot has also been designated; both are labeled on the map included in your registration packet.

By now the meeting registration packet has gone out, and hopefully you will agree that the Program Committee has done an excellent job of lining up some interesting and informative sessions. First of all, we were successful in recruiting Steve Hensen, current President of SAA and Director of Planning and Project Development at Duke University's Rare Book, Manuscripts and Special Collections Library, to be our keynote speaker. This session was a direct response to *your* feedback on meeting evaluation forms. "More keynote speakers!" you said, and we delivered. We are very pleased to have Steve join us for this meeting.

There also seemed to be a great deal of interest in having a session on managing digitization projects, so we invited Rusty Koonts from NCSU, Brian Hall from ECU, and Blair Friday from Replacements, Ltd. to participate in a panel discussion on this topic. "Replacements, Ltd.?" you say. Yes, indeed, this Greensboro company has the world's largest selection of old and new china, crystal, silver, and collectibles.

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They have a *huge* database of images and an on-line inventory of 8 million pieces in 160,000 patterns. We thought it might be helpful to hear how they managed a digitization project of that size. Undoubtedly, the archival community could learn much from the business world – and we might just find that we have a lot in common!

Further input from members indicated a need for some nuts-and-bolts, hands-on kinds of sessions, like how to process large collections of various types of materials and how to do effective exhibits on a small budget. In our afternoon breakout sessions, Ginny Daley at the Southern Highland Craft Guild and Linda Jacobson with UNCG's Women Veterans Historical Collection will share their experiences in processing a vast array of very different materials; Diana Ruby Sanderson will lead an exhibits workshop.

After the meeting, which will adjourn by 3:00, grab a drink and a quick snack and head out to one of two optional tours. Etherington Conservation Center is known worldwide for their expertise in the preservation of books, documents, photographs, and works of art on paper. Join Don Etherington on a tour of their relatively new facility near Piedmont Triad International Airport, or head in the opposite direction and stop at Replacements, Ltd.; if you have always wanted to visit, now is your chance to get a behind-the-scenes tour. Directions from the UNCG campus to both facilities will be provided at the meeting.

### **Meeting Buddies/Job Center**

A new opportunity is being offered for student and new SNCA members to meet and interact with veteran archivists. Indicate your preference at the bottom of the meeting registration form by either requesting a buddy for the meeting or volunteering to be a buddy to a new member at the meeting. Also, job seekers may bring a copy of their resume to the meeting to be included in a notebook. Current position openings will also be available for your perusal – look for them in the vicinity of the registration table.

### **Pre-Meeting Workshop**

Learn more about fundraising, working with donors, searching for grant sources on the web, and writing a winning grant by attending the all-day Fundraising/Grant Writing Workshop the day prior to the SNCA meeting, March 14, 2002. The workshop will be held in the Electronic CITI Lab of Jackson Library, and

lunch and breaks are included in the cost of the workshop. The morning session will be led by Dwain Teague, Joyner Library Development Officer at ECU, and the afternoon session will be presented by Charna Howson, Associate Director of UNCG's Office of Research Services and Gerald Holmes, Jackson Library Assistant Reference Librarian. Register early because the workshop is limited to 20 participants so that everyone can have a computer for hands-on searching activities.

### **Reception**

Workshop attendees and early arrivals are invited to attend a reception at Jackson Library from 7:00 – 9:00 p.m. on March 14<sup>th</sup>. The catered reception will be held in the main lobby, and begins as the Library closes for the day – so we will have the complete run of the place. Wine, soft drinks and hors d'oeuvres will be served, and Library staff will be on hand to give some informal tours of the Library, as well.

### **Hotel Accommodations**

**Battleground Inn**, conveniently located at 1517 Westover Terrace, has offered us a special SNCA rate of \$55.80 + tax and is holding a block of rooms for March 13-15, 2002. Call 1-800-932-4737 for reservations **by March 1<sup>st</sup>** and indicate that you are attending the SNCA meeting.

For those who prefer the more intimate atmosphere of a bed and breakfast, the **Troy-Bumpas Inn** is offering a special SNCA rate of \$79.00 + tax, which of course includes a full breakfast. Located at 114 S. Mendenhall St., this ca. 1850 inn is within walking distance of the campus. Rooms are limited, so book early for this one, and tell them you are attending the SNCA meeting at UNCG to get the special rate.

Other hotel choices are listed on the back of the Parking & Directions page in your registration packet.

## **Spring Meeting Schedule**

8:45 – 9:15

**Coffee & Registration**, sponsored by

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	Etherington Conservation Center
9:15	<b>Welcome</b> , Introduction of New and Student Members, Announcements
9:30 – 10:30	<b>“SAA and SNCA: Communities of Archivists and Interests”</b> Keynote address, Steve Hensen, SAA President, Duke University
10:30 – 10:45	<b>Morning break</b> , sponsored by Etherington Conservation Center
10:45 – 12:15	<b>Digitization Project Management Panel Discussion</b> Rusty Koonts – NCSU: a Tale of Two Projects Blair Friday – Replacements, Ltd. Brian Hall – Eastern North Carolina Digital History Exhibits
12:15 – 1:15	<b>Lunch &amp; Business Meeting</b> , opportunities provided to meet incoming and outgoing SNCA Board members
1:30 – 3:00	<b>Session A – Processing Large Collections, Jarrell Hall</b> Ginny Daley – Southern Highland Craft Guild Linda Jacobson – UNCG Women Veterans Historical Collection  <b>Session B – Exhibits on a Budget Mini Workshop, Jackson Library 2<sup>nd</sup> Floor</b> Diana Ruby Sanderson – Presbyterian Historical Society
3:00 – 3:15	<b>Afternoon Break</b> , proceed to tours, directions provided at meeting
3:30 – end	<b>Tours</b> , optional Replacements, Ltd. Etherington Conservation Center

## Campus Under Construction, or, How We Managed To Start 3 Huge Building Projects, an HVAC Installation Project, and a Network Upgrade All at the Same Time

*Janis Holder, Program Committee Chair and Vice President*

Now, bear with us! UNCG has begun a series of construction projects simultaneously, so you might encounter some trucks, some construction workers, some noise, and some mud when you visit in March. We are used to it around here, and tend to take it all in stride, but we will try to keep you out of it as much as possible. Walking to the Library from the parking lot you will see our new bookstore/food court building and the ongoing renovation of our student center, Elliott University Center. If you get a chance to visit the new bookstore, you will see the results of collaboration between University Archives and McGinty, the Colorado-based firm that designed the bookstore facility. Three large murals and a number of smaller wall-mounted posters illustrate the history of the campus through photographs, most of which were chosen by University Archives staff.

Our new Science Building is under construction on McIver Street, and construction on a new parking deck has been started on Oakland Avenue. In addition, work is ongoing to upgrade the campus network – these people are everywhere, digging underground, drilling through floors and walls, and adding brightly-colored hieroglyphic-type markings on sidewalks and grounds all over campus. Hopefully, they will be finished in the Library by the time you visit.

The Special Collections and University Archives Division of Jackson Library is currently closed to the public for the installation of an independent HVAC system. Needless to say, we did not know this project would be funded at the time we volunteered to host the Spring SNCA meeting, and we are disappointed not to be able to hold the reception in the Special Collections Reading Room, but we



are overjoyed at the idea of having independent temperature and humidity controls within our area! With any luck, things will have progressed to the point that we may be able to tour the area during the reception on March 14<sup>th</sup>, and we can show you what we did to protect the rare books and university records during this extremely intrusive project.

## Fall 2002 Meeting in Winston-Salem, NC

*Janis Holder  
Program Committee Chair and Vice President*



The Program Committee has begun considering possible program ideas, tours, and a meeting site for the Fall 2002 meeting in Winston-Salem. There are a wealth of interesting museums and archives in the area, so plan on some excellent tours and a program that will be both fun and stimulating. More details will follow in subsequent issues of *The North Carolina Archivist*.



## Announcement New On-Line Exhibit

UNCG's University Archives announces the completion of "Women at War: An Online Exhibit." Designed by Linda Jacobson and Janis Holder, the exhibit focuses primarily on the ways in which women served during World War II, and includes some of the items collected by the Women Veterans Historical Project at UNCG. Also included are separate sections on World War I, women's uniforms of WWI and WWII, and posters produced during both wars. The web address is: <http://library.uncg.edu/depts/archives/exhibits/Veterans/main.html>

## Message from the Membership Chair

*Ruth Bryan*

Hello SNCA Members!

As many of you already know, the members present at the Fall meeting ratified a proposed change to our By-laws making it possible for the Membership Chair to collect annual dues and to renew memberships on a monthly basis. The flexibility of our new membership database and the marvels of e-mail have made it much easier than it used to be to track renewal dates and to notify members when it is time to send that annual check. Monthly renewals mean that SNCA will operate on a consistently full dues level and that each member will get a full year of membership benefits.

On another note, I would like to thank Suellyn Lathrop for her collaboration in designing the new database and Elizabeth Dunn for crafting our new renewal notices.

Finally, please do not forget to notify me (ruth.bryan@duke.edu; 919-660-5829) of changes in your name, title, or contact information.

## Alabama Department of Archives and History: Celebrating a Centennial

*Tracey Berezansky*

*Assistant Director for Government Records  
Alabama Department of Archives and History*



When the Society of American Archivists comes to Birmingham in 2002, the Alabama Department of Archives and History (ADAH) will be 101 years old. It is the first Archives established as an official agency of state government, preceding the establishment of the National Archives and the SAA by over thirty years. In November of 1940, Archivist of the United States R.D.W. Connor stated in his speech for the dedication of the new Alabama Archives building that the "establishment of this department in 1901 has been called 'a new venture in political science' in the United States." The department's enabling legislation served as a model for the creation of several other state archives.

Dr. Thomas M. Owen, the first director, was responsible for promoting the creation of the Alabama Archives. He accomplished this through his work on the Alabama History Commission, established in 1899 to determine the existence and location of resources documenting the state's history. The commission's final report called for the creation of a department responsible for preserving the state's official records; creating a state library; creating a state museum and art gallery; marking four historic sites; publishing state documents; supporting the state historical society; constructing fire-proof vaults in every county for records storage; and establishing standard paper, inks and type-writer ribbons for use in the creation of official records.

The first home of the Alabama Archives was the

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cloakroom of the State Senate. From there, Dr. Owen quickly gathered agency records, manuscripts, war records, flags, photographs, and other materials into the holdings of the Archives. By 1904, Dr. Owen had two staff members: one editorial assistant and one stenographer. He was also creating displays of historical collections for viewing in the Senate Chamber when the Senate was not in session. The Archives moved into its own space in 1907 when a new wing was added to the south face of the Capitol. From then until his death in 1920, Dr. Owen worked to get the Archives a building of its own.

Marie Bankhead Owen, Dr. Owen's wife, succeeded him as director and obtained federal funding to build a new Alabama Archives/War Memorial building. Construction began in 1938 and was completed in 1940. By the mid 1940s, with the move into the new building complete, the Alabama Department of Archives and History initiated programs for a field worker to visit county courthouses, solicit manuscripts, and speak to local groups about the archives. The agency also started microfilming county records.

Mrs. Owen (in her eighties) retired in 1955 and was succeeded by Peter Brannon, an archives staff member since 1911. During his terms in office, the legislature established the State and County Records Commissions as the government agencies responsible for making decisions about the retention and preservation of state and local records. The director of the department serves as the chairman of the commissions. Staff members of the Archives serve as staff for the commissions. This was the beginning of the current agency records management program.

Peter Brannon died in 1967 and was succeeded by Milo B. Howard Jr. Upon his appointment as director, Mr. Howard devoted much of his time from 1968 until the mid-1970s on the east wing construction project.

The fifth and current director of the Alabama Department of Archives and History is Edwin C. Bridges. Dr. Bridges initiated several projects, including Alabama's participation in the US Newspaper Project, the 1985 Statewide Records Assess-

ment, and funding and design for an addition to the west face of the main Archives building. The department hopes to break ground on the west wing this year.

Dr. Thomas M. Owen, the first director of the agency, envisioned an organization that would be important to and used by every Alabama citizen. Over the years, department staff members have striven to fulfill Dr. Owen's dream. They have provided the citizens and public officials with access to genealogical records, records care and preservation information, assistance with research projects, exhibits of museum artifacts, and many other Alabama history-related services. As the agency moves into its second century, it will continue to be a place where Alabama history can be discovered, used, and shared.

One hundred and one years after the creation of the agency, and sixty-two years after the dedication of the main Alabama Archives building during the 4th annual SAA meeting, Alabama archivists are glad to welcome SAA back to Alabama. We look forward to you visiting the Alabama Department of Archives and History and hope that while you are in Alabama's "Black" or "Cotton Belt" you will visit the Voting Rights Museum and the Edmund Pettus bridge in Selma, as well as other Montgomery landmarks such as the Dexter Avenue Baptist Church, the Southern Poverty Law Center's Civil Rights Memorial created by Maya Lin, the Rosa Parks Museum, Old Alabama Town, and the Little White House of the Confederacy.



## North Carolina Encoded Archival Description Project

# NCEAD

*Joshua McKim, Digital Encoding Archivist  
Rare Book, Manuscript, and Special Collections Library  
Duke University*

The Terry Sanford Papers and the problems researchers encounter studying his life and work epitomizes the reason for the creation of the North Carolina Encoded Archival Description (NCEAD) project (<http://scriptorium.lib.duke.edu/ncead/>). Terry Sanford was an undergraduate and law student at the University of North Carolina at Chapel Hill. He was a state senator and governor of North Carolina. He was a president of Duke University. And he was a United States Senator representing North Carolina. In addition to these very public roles, Terry Sanford was involved in many other public and private projects in North Carolina over the course of his lifetime. He was a defining figure in North Carolina and the rise of the South in the latter half of the twentieth century. Several books have been written about him and research into his life and career is on-going. Because of his many public and private roles, not to mention his power and prestige, Terry Sanford's papers are actively collected. Thus his personal and public papers are currently found at several archival institutions, but they have not necessarily been collected by chronology or subject. This dispersion makes research and access to the records and events of his life very difficult.

What NCEAD seeks to create is a "virtual" Terry Sanford Papers by developing a centralized resource for searching and retrieving descriptive information about the dispersed Terry Sanford Papers. Obviously, many other collections besides the Terry Sanford Papers contain information about people or subjects of interest to researchers that are currently difficult to study across institutions. The model for creating these virtual papers will extend to any set of related collections by enabling the search and retrieval of descriptive information. It is this descriptive information, otherwise known as finding aids, that offer researchers the knowledge of what is contained in the papers and how they have been organized.

The four founding institutions of the NCEAD project are The University of North Carolina at Chapel Hill, North Carolina State University, the State Archives of North Carolina, and Duke University. These four institutions hold in their archives and manuscripts collections a vast amount of original documents chronicling the lives and events critical to understanding North Carolina, Southern, and national history. Most of these collections have been arranged based on precedents and theory in archival practice and then described in finding aids. Until recently, these finding aids have only existed in paper format at the individual repository. Of course, some finding aids have been published and with the creation of the MARC AMC standard, many collections have records available through library Online Public Access Catalog systems. With the development of the Internet, archivists could envision a global audience for its full text finding aids. Early on, visionaries realized that the Internet was much more than a medium for displaying information. The archival community developed Encoded Archival Description (EAD) as a way to give structure and meaning to the different types and hierarchies of information present within a finding aid. The result was an open-source encoding language of descriptive elements and information hierarchies that allow for detailed searching and display of finding aids.

EAD was developed to incorporate the wide variety of descriptive practice used by archival institutions, but these different practices led to implementation problems. Although manuals for processing collections and creating finding aids have helped to standardize descriptive practice there are still many differences evident at individual institutions. Without strong guidelines governing the use of EAD elements, every institution may arrive at different ways of encoding their finding aids thus limiting the capacity for robust searching.

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This fact led to the formation of NCEAD as a forum for discussing these issues and trying to find common ground. The goals of NCEAD are not only to encourage the use of EAD as a standard for encoding finding aids, but also to standardize the way EAD is used. This standardization will assist in the creation of a centralized means of access to descriptive information about North Carolina archival collections. North Carolina is not alone in this effort to create a virtual archive of finding aids. Several organizations such as the Virginia Heritage Project (<http://www.lib.virginia.edu/speccol/vhp/>) and the Online Archive of California (<http://sunsite.berkeley.edu/FindingAids/uc-ead/>) have already created multi-institutional repositories of finding aids that are fully searchable. Other groups are working on a regional, national, and international level to achieve the same goals.

NCEAD's goal of creating a virtual repository is divided into four parts:

1. Develop an NCEAD best practices document for using EAD that is based on local descriptive practice and best practices documents created by other collaborative EAD efforts.
2. Develop software tools that will help the institutions to create standard EAD documents and to make the encoding process easy and efficient.
3. Explore the ways that a body of finding aids may be displayed.
4. Develop indexing and searching capabilities for NCEAD finding aids.

Although these four parts are interrelated, the writing, encoding, displaying, and searching of finding aids are separate processes that require different sets of guidelines. Each set of guidelines establishes a specific methodology for achieving the best results. When problems and challenges occur in one step of the process, it is tempting to solve these problems by initiating changes in another process. For example, NCEAD has encountered many problems writing the best practices document for encoding. This document is intended to be a guide on how and when to use certain EAD elements, but it is not intended to prescribe specific headings or other areas of finding aid content. Therefore, the document may include multiple examples of local practice, or it may not provide any examples so as not to favor one form of content over another. In order to clarify these different processes in the creation of finding aids, NCEAD has divided the project into three phases.

Now largely completed, the first phase examines the state of descriptive practice at the participating institutions by analyzing a representative sample of finding aids. This analysis led to a best practices document that focussed on retrospectively converting legacy, paper documents into digital text files and EAD documents. As these older finding aids offer a variety of descriptive styles, their conversion to EAD can be difficult. In the end, retrospective conversion may create a document inadequate for detailed searching as finding aids. Thus encoding legacy finding aids has not been widespread due to its high-cost and relatively limited benefits. Some institutions believe that these older finding aids should be rewritten altogether rather than encoded as is. Despite the abundance of older finding aids, all NCEAD institutions are currently writing finding aids in accordance with modern archival theory and practice, achieving an important goal, greater consistency in multi-institutional finding aids.

Well-underway, the second phase of the NCEAD project focuses on integrating EAD encoding into the normal process of writing finding aids. As retrospective conversion can be costly and time-consuming, integrating EAD encoding into the workflow of processing collections and writing finding aids will help to build inventories of EAD finding aids quickly. NCEAD is updating guidelines and developing software tools to streamline and standardize the process.

Although use of EAD is growing rapidly, it is still a relatively young practice. New uses for EAD and best practices are still in development. Much has changed from the first writing of the *NCEAD Guidelines for Retrospective Conversion* document. The new version called the *NCEAD Application Guidelines* or *NCEAD AG*

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(<http://scriptorium.lib.duke.edu/ncead/NCEADGuidelines.html>), includes not only those EAD practices developed locally, but it also incorporates consistent examples seen in other state EAD consortia. By combining these local and national practices, NCEAD will have finding aids that are distinctly North Carolinian and consistent with national efforts. The *NCEAD AG* is complete, but the document will continue to change as use of EAD is further developed.

While writing the *NCEAD AG*, challenges arose and difficult decisions had to be made. We had to decide which elements to require, recommend, or leave optional. Sometimes the institutions must agree to disagree, but only as a last resort. Reconciling the

*Reconciling the idiosyncrasies of local practices is challenging and especially difficult when these practices contradict national models*

idiosyncrasies of local practice is challenging and especially difficult when these practices contradict national models. The ability to search finding aids successfully across institutions depends on the consistency of the encoding. Further, as mentioned above, NCEAD hopes to collaborate with other EAD consortia so that someday larger consortia will meld their finding aids. Such collaboration will be much easier if the encoding is consistent.

Although the *NCEAD AG* will help to standardize the use of EAD, software tools will be instrumental in implementing these guidelines. Currently, NCEAD is investigating the software programs XMetaL and Notetab. Both of these programs provide environments for encoding finding aids. Both allow for the creation of templates and macros to assist in the encoding of finding aids. Templates and macros are the primary tools for applying the *NCEAD AG* because they automatically insert EAD elements and prompt the user for information required or recommended by the *NCEAD AG*. These two software programs differ in cost, ease of use, technological expertise required, and other factors. XMetaL is the more expensive of the two, but it is highly functional out-of-the-box, making it easier for new users to begin EAD encoding. Some functions may be customized but XMetaL does have troublesome bugs and interface problems that hopefully new versions will address. Notetab, however, is inexpensive and simple to use and understand in its elemental form. Notetab is a text editor combined with a sophisticated macro language that allows a high degree of customization. However, it will require a deeper understanding of programming languages and XML than XMetaL requires. Neither program is open source. Anyone considering using either XMetaL or Notetab would benefit by taking a class with a knowledgeable instructor or tapping the expertise of colleagues. Many of the problems users encounter have already been experienced and solved by others. Professional contacts, listservs, newsletters, and other communication forums are invaluable resources.

NCEAD does not require the use of any software as long as the *NCEAD AG* is followed for the encoding of finding aids. Considerable differences in costs, resources and local technological expertise prevent NCEAD from mandating software. NCEAD institutions are still engaged in a debate over the relative merits of each program. This debate and others keeps new ideas flowing into NCEAD. NCEAD tries to balance the needs of its member institutions and develop easy, accurate, and standard EAD encoding processes. There is not one system that is best for all institutions, but NCEAD is getting closer.

The third phase of NCEAD will explore the possibilities for displaying and searching the standardized encoded finding aids. Although some institutions and consortia have completed working models, many others are still wrestling with these complex issues. The issues of cost, technology, and local needs, largely the same questions encountered in the encoding, will effect what search capabilities and presentations are offered by NCEAD to researchers. The end product will improve the state of cross-institutional research.

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This effort will be hampered by two factors. First, there are not many models on which we can base our efforts. Secondly, there are few studies that explore how researchers search EAD finding aids and interpret the information in the results. Therefore, we must be innovative, but cautious in our approaches to displaying and searching NCEAD finding aids.

Displaying EAD finding aids is especially tricky because researchers use a wide variety of Internet browsers to view these documents. Although newer Internet browsers support most forms of display, technology advancements move quickly, and many users are slow to update their software. EAD conforms with the Internet encoding language eXtensible Mark-up Language (XML). XML documents, accompanied with eXtensible Style Language (XSLT), may be transformed into HTML, MARC, Adobe PDF, text files and an assortment of other formats. These formats enhance users access, understanding, and navigation of the information. Because learning XSLT requires a large investment in time and training, NCEAD will benefit enormously from sharing and adapting the work of others to our particular needs.

Providing researchers with cross-searching capabilities of all NCEAD finding aids is a desirable, but difficult prospect. The first question to consider is whether to store all NCEAD finding aids in a central database or to have member institutions maintain their own finding aids. This decision will dramatically affect how we develop the indexing tools and searches. Some consortia are already providing cross-searching capabilities to their combined finding aids. For the most part, these consortia had the resources to purchase and maintain a centralized system or to adapt an existing one for this purpose. NCEAD, with only modest financial resources, is seeking to collaborate with other organizations. One option is partnering with the North Carolina Exploring Cultural Heritage Online (NCECHO)(<http://www.ncecho.org/>) project to share resources and information. A second option involves licensing the information gathered from Research Libraries Group (RLG) Finding Aid Project (<http://www.rlg.org/toc.html>). Both of these options are now under consideration, and hopefully, more options will emerge.

The NCEAD project has accomplished its goals of standardizing parts of the writing and encoding of finding aids, and it is well on the way to making these processes easier by developing software applications specifically for these purposes. The most difficult and most interesting part will be providing researchers with sophisticated access tools to search a multi-institutional bank of finding aids. For many years, archives and libraries have collected and preserved the historical record, but the tools for using those records were generally limited to patrons able to visit the repository. Now, with EAD and the Internet, NCEAD institutions have a great opportunity to reach out to a large user group and offer a wide array of research services. North Carolina and national history will be richer because of it.

#### Web Sites Referenced in this Article:

NCEAD: <http://scriptorium.lib.duke.edu/ncead/>

Virginia Heritage Project: <http://www.lib.virginia.edu/speccol/vhp/>

Online Archive of California: <http://sunsite.berkeley.edu/FindingAids/uc-ead/>

NCEAD Application Guidelines: <http://scriptorium.lib.duke.edu/ncead/NCEADGuidelines.html>.

North Carolina Exploring Cultural Heritage Online: <http://www.ncecho.org/>

Research Libraries Group: <http://www.rlg.org/toc.html>

The Society of North Carolina Archivists is an organization of individuals and institutions who share a common concern in the preservation and use of archival and manuscript materials. The purpose of the society is to promote cooperation and exchange of information among individuals and institutions interested in the preservation of the archival and manuscript resources in North Carolina; To share information on archival methodology and the availability of research materials; To provide a forum for discussion of matters of common concern as they pertain to the archival profession in North Carolina; and to cooperate with professionals in related disciplines. Dues are \$25.00 per year.

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