

THE TEXAS ROOM DISPATCH

A Publication of the Friends of the Texas Room
(Incorporated November 27, 2002)
Volume 15, Number 3, July, 2017

Monday, July 31, 2017, Meeting

The Julia Ideson Building, Houston Public Library, first-floor auditorium,
500 McKinney Avenue

6:00 – 6:30 Reception
6:30 Program

PROGRAM

Monday, July 31, 2017
Randolph K. Tibbits,
an independent curator and researcher specializing in Houston art history of the early
twentieth century
will present on his topic

"Planned, Organized, and Established:
Houston Artist Cooperatives in the 1930s - A Preview"

Free parking, with validation at the meeting, is available in the garage under
the Jones Building accessed from Lamar Avenue. Parking is also available in the Smith Garage
located at 1100 Smith Street next to the Pappas restaurant. The garage entrance is on Smith
Street. A flat parking fee of \$5.00 is charged after 5:00 pm.

Free parking is also available on the nearby streets after 6:00 pm.

All attendees need to enter the Julia Ideson Building from the main entrance across the plaza
from the Central Library.

VISIT THE FRIENDS OF THE TEXAS ROOM WEBSITE!

www.friendsofthetexasroom.org

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MINUTES OF THE APRIL 24TH 2017, GENERAL MEETING

The meeting was called to order at 6:30 pm by President Dorothy Knox Houghton.

Minutes of the prior quarterly meeting were presented and approved.

President Houghton next introduced the evening's speaker, Joe Holley, long-time journalist who currently writes the "Native Texas" column for the *Houston Chronicle*, who spoke on the topic *What Happened in Miss Hattie's Parlor: A Story about Family Secrets.* Like all great storytellers in full control of their narratives, he wove a web of family history against the backdrop of Texas history and culture.

His well-received presentation prompted many questions and brought back some memories of the audience.

The meeting concluded around 8:00 pm.

Respectfully submitted,

Charles Maynard, Secretary

NEWS FROM THE TEXAS ROOM

By Laney Chavez, HMRC Manager

The Texas Room, Julia Ideson Building



McKinney Entrance to the Julia Ideson Building, Photo by Joel Draut

The City of Houston has both archival repositories as well as records management facilities under its purview. There is a Records Management Department as well as various departments that maintain archival records, in addition to the two special collections and archives that are part of the Houston Public Library, of which HMRC is one.

The archival and records management professions serve similar functions, and professionals in both areas perform some of the same tasks. Both are called up to identify which documents (records) they will manage. They make selection decisions about the content they will keep. Both are careful about maintaining the physical and intellectual integrity of the documents in their care. They describe and arrange records for both access and contextual information purposes. They observe laws regarding disposal, privacy, intellectual property, copyright, etc. And finally, they both maintain the physical (including digital surrogates) condition of their records.

This sometimes can lead to some confusion and leave people wondering, what's the difference? Well there are certainly many similarities between the two, and particularly with the city there is some overlap; but there are also notable differences.

What is the difference between the work done at an archival repository and a records center? Well, the most basic and fundamental distinction would be that records managers work with current or nearline records, and archivists with non-current or historical records.

An archive is the repository of the permanently valuable records of an organization. Such records are traditionally transferred to an archive, both physically and legally, when the organization that created them no longer needs them in the course of business. Archival records then become available to researchers who use them not only to document the history of the organization that created them but also to research the society of which that organization is part.

A records center is a storage area for records no longer needed for everyday use. Records in a records center may be either temporary records (those waiting for their destruction date) or permanent (those waiting to be transferred to an archive.) Records in a records center are traditionally still in the legal custody of the organization that created or received them; as a result, the creating organization, rather than the records center staff, controls access to these records.

The focus of the two professions is also quite different. Typically, the aim of the records manager is to serve the organization, whereas, the archivist attempts to serve society as whole, or focuses on a certain segment of society or the local community.

Archives define evidence as “the passive ability of documents and objects and their associated contexts to provide insight into the processes, activities, and events that lead to their creation for legal, historical, archaeological, and other purposes”. Evidence for records managers, on the other hand, “means that the record must have sufficient integrity to be admissible in a court of law” (Myburg, 2005).

In some cases, a repository might serve as both a records management center and an archive when users need access to both current and inactive organized records. Some organizations and businesses may elect to combine both of these functions. This would require a complete historical understanding of the organization, its processes, and decisions, with input from many different parts of the organization.

HMRC maintains one collection that blurs the line between records management and archives: the Houston Public Library (HPL) Collection. This collection is more of an archival collection both in content and circumstance, but it does have some of the characteristics of a collection that could be maintained by records managers. It is a constantly growing collection- one for which we must continue to evaluate the collecting criteria to manage its scope and relevance, as well as to ensure that we are maintaining the records (evidence) we must keep for legal reasons. Most of the collection indeed contains non-current or historical records, with only a few exceptions. But what distinguishes this collection from most others in the way that it may be used to respond to different needs both internally and externally. Historical researchers will likely use the collection for the purposes of creating new knowledge about past events, people, and the nature and evolution of the organization. Those within the library and/or the City of Houston may use the collection for the same purpose, however, they may also refer to the collection for legal evidence and administrative information.

HMRC functions not only as an archive and special collection, but in some ways, a records management center for its own institutional collection. We have made a concerted effort to reach out to areas within HPL that might be donating materials for this collection with tips for organizing and storing their materials so that, when the time comes, they have appraised the items that they are considering for transfer to HMRC, have made thoughtful selections based on criteria we have helped develop in cooperation with the unit, and are sending us those items that they feel have the most enduring value to telling the story of the library. By working with these units prior to executing the transfer of materials we not only have some control over what we receive, but we also get a better sense of how the materials were originally used and why the donating unit sees them as important.

We as archivists know that if we are to have historical records to preserve, we must first ensure that the current records of are properly created and maintained. This holds true for not only our own institution, but of any records we may receive from outside sources. This not a new concept in archives- it has been called things like “pre-custodial intervention”, but it can be difficult to establish the kind relationships with donor organizations that would enable this. And, of course, the time commitment is not always manageable with limited staff resources.

Ultimately, implementing a more records management style approach to acquiring collections and working with our donors on maintaining their current records with the intent to donate them once they become inactive would be challenging to put into practice in every case. Even so, the payoff is that we have collections that can be

processed faster, can be made available sooner to the public, are in better condition, and are organized in a way that preserves their original use and intent. So we will continue to fine tune this approach with the HPL Collection and work closer with them to develop this collection into something that provides the most benefit internally as well as to our external customers.

Although archivists and records managers operate differently in principle as well as in practice, there is value to understanding each other and borrowing methodologies that make one or the other operate more effectively or efficiently. Archives and records management are indeed different fields, but it seems to me that we can learn a lot from each other.

Myburgh, S. (2005), "Records management and archives: finding common ground." *The Information Management Journal*, March/April, pp. 24-9.

Programs and Events

Julia Ideson Building Tour - August 5th, September 2nd, October 7th, 11:00 a.m.

Join us on the first Saturday of every month for a tour of the historic Julia Ideson Building. Formerly Houston Public Library's "Central" Branch, the Julia Ideson Building is a beautiful Spanish Renaissance Revival (Plateresque)-style building in the heart of downtown. Learn about the history and use of the building, the renovations and additions, as well as the significance of its art and architecture. Free one-hour tours of the Ideson Building begin at 11 a.m. at the reception desk in the lobby. Tours are available on a first come basis and are limited to 20 people. If you would like to schedule a tour for a group of 10 or more, please contact 832-393-1662.

Texas Room Orientation - July 15th, August 19th, September 16th, October 21st, 11:00a m.

On the third Saturday of every month, HMRC will offer a Texas Room orientation. In our monthly orientation, patrons can learn about the variety of resources available through the Texas Room and the types of collections and materials available through HMRC. Find out how to get started with your research and ways to get the most out of your research. No reservations required. Please allow time for signing in and checking personal items.

Houston Archives Bazaar - September 10, 2017, at White Oak Music Hall

HMRC will be participating in The Houston Archives Bazaar- a FREE, fun, and engaging event open to the general public and appropriate for all ages. At the heart of the event are booths from Houston area archives showing off their amazing collections and services in one big room and promoting the diverse cultural heritage resources available to the public in our region. The Houston Archives Bazaar is organized by the

Archivists of the Houston Area (AHA!), a group of local professional archivists founded in 1998. Plans for the day include engaging speakers, archival films, an oral history booth, and a preservation station.

Hispanic Heritage Month- September 15 - October 15, 2017

HMRC invites everyone to join in celebrating Hispanic Heritage Month 2017. During this month we recognize the contributions made and the important presence of Hispanic and Latino Americans to Houston and to the United States and celebrate their heritage and culture.

Exhibit

HMRC exhibit will be on display in the glass cases in the rotunda at City Hall. Exhibit will feature four to five Latino artists who worked in Houston in the early 1920s-1960s.

Living Room event @ Central Library- September 20, 2017, 6:00-7:30pm

Hear from the curators of two new exhibits “**A Taste from the Archive: Mexican American Food History in Houston**” and “**Mexican Indigenous Culinary Arts: The Metate and Molcahete.**” Learn about menus and metates as we discuss the collecting of food history at the Houston Metropolitan Research Center (HMRC), part of the Houston Public Library, and the Museo Guadalupe Aztlan. Event will open with exhibit talks by Mikaela Selley, Hispanic Collections Archivist at HMRC, and Professor Jesus Cantu Medel, founder of Museo Guadalupe Aztlan.

LibroFEST @ HPL Library: Carnegie Neighborhood Library- Saturday, September 30, 2017

Exhibit talk - A Taste from the Archive: Mexican American Food History in Houston features archival documents and images from the Houston Metropolitan Research Center. Hear from the archivist collecting and curating Houston’s Hispanic history. Houston enjoys a rich and diverse history of food and family recipes, we want to know yours! Houston Metropolitan Research Center will be on-site to conduct short 10-minute interviews to capture your kitchen memories. Bring the person that taught you how to cook or the next generation of chefs in your family! All interviews will become part of the library’s Oral History Collection. Let’s talk food! Check the HPL website (<http://houstonlibrary.org/learn-explore/library-events>) for further details.

The Living Room @ HPL Library: Jungman Neighborhood Library- October 14, 2017, 2:30PM-4:30PM

En Nuestra Cocina: Latino Food Traditions and Kitchen Memories. Join us over food and drinks to share favorite food traditions, recipes, and kitchen memories. Mikaela Selley, Hispanic Collections Archivist, introduces “A Taste from the Archive: Mexican

American Food History in Houston.” Guest speakers from professors to chefs lead discussions and share their own food histories across different Latino traditions.

Proposed guest speaker: Local Cuban restaurant, Café Piquet, will share how they came to Houston, the origins of their restaurant, and their favorite kitchen memories.

Archives Month - October 2017

October is American Archives Month! Since 2006, American Archives Month has given the profession an opportunity to tell (or remind) people that items that are important to them are being preserved, cataloged, cared for, and made accessible by archivists

Aquatic Book Rescue Lunch Talk - Julia Ideson Building, Harriet Dickson Reynolds Room- October 12, 2017, 12:00 p.m. - 1:00 p.m.

Bring your own lunch and come talk with the Houston Metropolitan Research Center about water damaged books and documents on Thursday, October 12 at noon! Whether the water damage comes from rain, flooding, or extensive humidity, the effect on your important records can be severe. This talk will cover typical sources of water damage and how to prevent and respond to this damage. This talk is part of a series of presentations put on by the Houston Metropolitan Research Center to celebrate Archives Month 2017.

Preserving School Memories: Storing and Maintaining School Memorabilia - Wednesday, October 18 6:30-7:30pm at Heights Neighborhood Library (HMRC staff- Elizabeth Mayer; Samantha Bruer)

On Wednesday October 18th, the Houston Metropolitan Research Center invites you to participate in a program about preserving your memorabilia at the Heights Neighborhood Library as a part of our Archives Month festivities. Memorabilia comes in many different forms – trophies, letterman jackets, ribbons, etc. – and provides a unique challenge to preserve it for future generations. This program will discuss common types of school memorabilia and ways to preserve them. Examples will be shown from our school memorabilia collections. This talk is part of a series of presentations put on by the Houston Metropolitan Research Center to celebrate Archives Month 2017.

Preservation 101 - Wednesday, October 25 6:30-7:30pm at Heights Neighborhood Library (HMRC staff- Emily Scott; Mika Selley)

On Wednesday, October 25, the Houston Metropolitan Research Center invites you to join us in celebrating Archives Month 2017 with a **Preservation 101** program at the Heights Neighborhood Library. This talk will cover preservation fundamentals, how and why the library preserves its collections, and give some ideas that might be useful in your own home. Learn best practices and tips for storage and handling of family

documents and photos. This talk is part of a series of presentations put on by the Houston Metropolitan Research Center to celebrate Archives Month 2017.

2017 Membership Benefits

Photograph Reproductions

Each 2017 member of the Friends of the Texas Room is allowed up to five photographic reproductions at half-price this year. Image sizes available at half-price are:

- 5x7 print (\$12.50 normally costs \$6.25)
- 8x10 print (\$18.00 normally costs \$9.00)

Please note: Requests for the five half-price photograph reproductions need to be directed to me at Laney.Chavez@houstontx.gov for tracking purposes and to ensure the Photo Lab processes the payment correctly.

Volunteers

HMRC can use volunteers who want to help going through archival collections box by box to determine what is in them. HMRC can also use volunteers who want to help create lesson plans incorporating primary sources from HMRC's collections. HMRC is also still seeking talented individuals to serve as tour guides and volunteer educators to ensure that all visitors to the HMRC and Julia Ideson Building have an enriched experience.

We are looking for docents who are:

- Passionate and curious about Texas and Houston history
- Committed to engaging the visitors to the Houston Metropolitan Research Center and the Julia Ideson Building in a rewarding and educational experience
- Well-prepared for diverse questions and expressions of interest regarding the history of the Julia Ideson Building and the HMRC's various collections

Duties will include but are not limited to:

- Walking tours of the Julia Ideson Building and grounds
- Orientations to the Texas Room, Reading Room, and/or Exhibit Hall
- Instruction on history topics

- Guided informational visits to exhibits and installations

If any of these opportunities interest you, please contact Laney Chavez (Laney.Chavez@houstontx.gov) to discuss further.

Texas Room Hours

Monday: 10:00 am – 6:00 pm

Tuesday: 10:00 am – 6:00 pm

Wednesday: 10:00 am – 8:00 pm

Thursday: 10:00 am – 6:00 pm

Saturday: 10:00 am – 6:00 pm

Friday and Sunday: Closed

FTxR MEMBERSHIP BENEFITS

- Quarterly issues of the *Texas Room Dispatch*.
- Quarterly meetings featuring outstanding speakers on local history.
- Preservation consultation sessions with the HMRC staff members on preserving family documents and memorabilia. Sessions are conducted twice a year on Fridays when the Texas Room is normally closed.
- Research Lock-Ins twice a year on a Friday. HMRC staff members will provide one-on-one research consultation to FTxR members.
- Five photographic reproductions at half-price this year. Image sizes available at half-price are:
 - 5x7 print (\$6.25/normally costs \$12.50)
 - 8x10 print (\$9.00/ normally costs \$18.00)

(Please note: Requests for the five half-price photograph reproductions need to be directed to Laney.Chavez@houstontx.gov for tracking purposes and to ensure the Photo Lab processes the payment correctly.)

WHAT OUR FRIENDS ARE DOING

Please contact Jeff Lindemann, editor of the *Texas Room Dispatch* (lindemann@SBCglobal.net), with information about your volunteer service at the HMRC and about projects you are working on that utilize HMRC resources.

FRIENDS OF THE TEXAS ROOM POLICIES

The FTxR policies relate to the Houston Metropolitan Research Center which includes the Collections of the Archives and Manuscripts Department, the Texas and Local History Department, and the Special Collections Department of the Houston Public Library.

A. Contributions

From time to time, the Friends of the Texas Room will purchase and contribute to the Houston Metropolitan Research Center of the Houston Public Library items that will enrich and enhance the above-named collections and ensure their preservation.

All such contributions will be purchased by the Friends directly and then given to the Library with specific stipulations as to how such contributions are to be used by the Library to enhance and ensure the preservation of the HMRC collections.

The Friends will give no money directly to the Library.

The Friends will not buy expendable supplies for the Library.

The Friends will not fund Library personnel.

B. Relationship to Administration and Staff

The Friends of the Texas Room is not to be involved in the administrative or employee actions of the Center, except that the Friends can question policies which, in its opinion, negatively impact the ability of the Center to provide service to the public.

CULTURAL MATCHING GIFTS

Are you or your spouse working for or retired from a corporation which makes cultural matching grants or volunteer involvement awards if you give to or do volunteer work for a cultural institution?

Will your employer match your gifts to cultural institutions that qualify under Section 501(c) (3) of the Internal Revenue Service Code?

The Friends of the Texas Room has such a qualification. Send your corporation's cultural matching funds form with your check for membership in FTxR. If you volunteer your time as an officer of FTxR or in the Texas Room or HMRC, keep track of your hours and turn them in to your corporation so that the FTxR may obtain a grant from your corporation's program. This is "found money" for FTxR and can be used towards making a difference to the Texas Room and HMRC.

FRIENDS OF THE TEXAS ROOM: WHO WE ARE

Mission: The Friends of the Texas Room seeks to support the collections of the Texas and Local History Department, the Archives and Manuscripts Department, and the Special Collections Department of the Houston Metropolitan Research Center of the Houston Public Library.

2017 Board of Directors:

President: Dorothy Knox Houghton

Vice-President: Susan Teich

Secretary: Charles Maynard

Treasurer: Frank Jones

Directors: Nancy Burch, Anthony Cavender, Carol Haddock, Jeff Lindemann, Catherine McCulley, Randy McKinney II, and George Werner

HOW TO CONTACT THE FRIENDS OF THE TEXAS ROOM

Membership applications, dues, donations, and mail for Board Members should be sent to the following address:

Friends of the Texas Room
P. O. Box 27827
Houston, Texas 77227-7827

HOW TO CONTACT THE TEXAS ROOM DISPATCH

Submissions and comments for the *Texas Room Dispatch* should be emailed to the editor, Jeff Lindemann, at lindemann@SBCglobal.net or sent to his home address:

Jeff Lindemann, Editor
Texas Room Dispatch
3405 Roseland, Houston, Texas 77006

**FRIENDS OF THE TEXAS ROOM
2017 MEMBERSHIP APPLICATION**

Membership Year: 1/1/2017 – 12/31/2017

Mail with dues to:

P.O. BOX 27827 HOUSTON, TEXAS 77227-7827

Or apply and pay with PAYPAL online at: **www.friendsofthetexasroom.org**

DATE: _____

Check applicable: _____ **RENEWING APPLICATION** _____ **NEW APPLICATION**

FIRST PERSON: _____ **SECOND PERSON AT SAME ADDRESS (if applicable):** _____

first name, middle, last name

first name, middle, last name

MAILING ADDRESS (include street or P.O.): _____

CITY/TOWN: _____ **STATE:** _____ **ZIP +4:** _____

TELEPHONE, FAX, EMAIL

FIRST PERSON:

SECOND PERSON (if different)

HOME: _____

HOME: _____

OFFICE: _____

OFFICE: _____

FAX: _____

FAX: _____

E-MAIL: _____

E-MAIL: _____

MEMBERSHIP CATEGORY (please check category)

_____ **Benefactor \$500**

_____ **Patron \$250**

_____ **Sponsor \$100**

_____ **Donor \$50**

_____ **Family \$30**

_____ **Individual \$20**

_____ **Senior \$10**

_____ **Student \$10**

NOTE: Friends of the Texas Room is a tax-exempt, nonprofit organization operating under IRS Code 501(c) (3). Membership and additional contributions over and above membership are tax deductible to the extent of the law. Is your gift eligible as a “matching gift” from an employer or other entity? If so, please give the name and include the appropriate form.

Additional contribution: \$ _____

TOTAL AMOUNT ENCLOSED: (Membership plus contribution): \$ _____

VOLUNTEER INTERESTS: Please check below to volunteer for FTR activities or library services:

___ **COLLECTIONS VOLUNTEER:** Be trained and increase your own knowledge about research techniques.

___ **NEWSLETTER:** Writing articles about materials in the collections or reporting on related activities.

___ **MEMBERSHIP:** Maintain up-to-date membership list and send out renewal notices.

___ **HOSPITALITY:** Meeting room preparations, greeting people, refreshments when needed, etc.

___ **PROGRAMS:** Help develop programs or special seminars or workshops.

___ **PUBLIC RELATIONS:** Developing posters, displays, news releases, handouts, etc.

___ **SPECIAL PROJECTS**

___ **OTHER:** _____