

# INvolved

INDIANA HISTORICAL SOCIETY  
LOCAL HISTORY SERVICES



Sharing information about our services, workshops and meetings  
JANUARY THROUGH JUNE 2013

## OUR SERVICES

We are changing how we communicate with you!

No longer will you receive brochures every other month from us. Instead, we will send a biannual notice like this one highlighting our workshops and *In Your Neighborhood* meetings, as well as other services we offer. A workshop registration form is in the back, but you can always register for workshops online at [www.indianahistory.org/lhsworkshops](http://www.indianahistory.org/lhsworkshops).

We hope to keep in touch with you more frequently through electronic communications. In addition to visiting our website and receiving our weekly electronic newsletter, *Communique Online*, you can now find us on Facebook at [www.facebook.com/IndianaLHS](http://www.facebook.com/IndianaLHS). 

We will remind you about our upcoming events on the page, but we'll also share resources, news articles and images. And we hope that you will share your great insights and resources with your local history colleagues around the state.

Online communications through places like Facebook are inexpensive and interactive ways of continuing conversations with our audience – you! And if you aren't as comfortable with online communication, know that we will still reach you through our two print publications each year.

We love hearing from you, so we hope that you will keep in touch by phone, mail, Facebook and email.

Happy history hunting!

Your Local History Services Team  
Jeff, Tamara, Stacy and Jeannette

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## CONTACT US

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# WORKSHOPS

## Building a Stronger Board

Monday, Feb. 11, 9 a.m. to 3 p.m.

Bartholomew County History Center, Columbus

**Instructors:** Jeff Harris, director, and Stacy Klingler, assistant director,  
Local History Services, IHS

**Cost:** \$20, \$15 IHS members, \$10 Local History Partners  
(lunch on your own)

Register by Feb. 4

Addresses AASLH StEPs Standards MGMT 1 and 8 and all MVG standards.

A local history organization is only as strong as the people who lead it. The key to moving any group forward is an active board that understands the role it plays.

In this workshop, we discuss board roles and responsibilities in the larger context of nonprofits, including legal obligations and the way board service has changed over time. Addressing the more specific context of local history organizations, we examine how the board fulfills its duties to plan, secure resources, create policy and provide oversight for collections, exhibits, programs and publications. And we tackle the sticky situations that arise when board members are also key volunteers (unpaid staff) working with paid staff.

We close by helping you reconsider your nomination process so that you can clarify the kind of board members you need, define what your organization expects of them, and recruit and cultivate the best possible board members to help your organization succeed.

**Who should attend?** Board leaders and paid and unpaid directors.



OWEN COUNTY

## Connecting to Visitors Through Real Stories of Artifacts and Places

Wednesday, March 13, 9 a.m. to 4 p.m.

Wabash County Historical Museum, Wabash

**Instructor:** Stacy Klingler, assistant director, Local History Services, IHS

**Cost:** \$20, \$15 IHS members, \$10 Local History Partners

(lunch on your own)

Register by March 6

Addresses AASLH StEPs Standard INT 6, 7 and 8.

Everyone loves a good story, and local history organizations sit on a treasure trove of great stories. Learn how to find real, compelling stories within your history and collections and how to present those stories in ways that make your history more relevant to your visitors and your community.

We consider what makes a good story and how objects and stories work together for powerful museum experiences. We also discuss telling difficult stories and ways of providing multiple perspectives in the stories you share.

**Who should attend?** Paid and unpaid staff responsible for interaction with visitors, including board members, directors, educators, interpreters, docents and exhibit developers.

## The "Accidental" Parlor: Balancing Museums Needs in Historic Structures

Monday, May 13, 9 a.m. to 3 p.m.

Owen County Heritage and Cultural Center, Spencer

**Instructor:** Jeff Harris, director, Local History Services, IHS

**Cost:** \$20, \$15 IHS members, \$10 Local History Partners

(lunch on your own)

Register by March 6

Addresses AASLH StEPs Standard MVG 1 and 2, AUD 3, 4 and 5, COLL 2, 4 and 5, and HSL 2, 4, 6 and 7, and MGMT 3, 4, 5 and 6.

*Librarians can earn 5 LEU credits for this workshop.*

Is your museum in a historic building? Then you are being pulled in at least three different directions when it comes to deciding how your building will be used:

- appropriate historic building preservation
- care for your museum collections
- needs of the people in the space, including the visiting public, your staff and your volunteers

Identify your space-use priorities based on your mission and vision, and reflect on how to balance those sometimes conflicting practices for historic preservation, collections care and people. You will use a case study to explore how a historic house museum might match its space uses to its mission and, in the process, identify important issues to consider for your site.

**Who should attend?** Directors, board members, curators and property managers interested in learning about balancing issues of museum practices and historic property management.



## Cemetery Preservation (Basic)

Friday, May 17, and Saturday, May 18

Spring Valley Cemetery, Lawrence (Indianapolis)

**Instructors:** John "Walt" Walters, Jeannie Regan-Dinius,  
Vincent T. Hernly and Sheila Riley

**Cost:** \$30, \$25 IHS members, \$22.50 Local History Partners  
(includes lunch)

Register by May 10

Meets AASLH StEPs Standard HSL 5.

Taking care of a loved one's gravestone or even an entire cemetery goes far beyond yard maintenance. Understanding the history, laws and proper techniques of cemetery preservation all play a role in caring for cemeteries. During the classroom day, find out about the symbolism and traditions of Indiana's cemeteries, researching cemetery ownership, laws regulating cemeteries and the Indiana Cemetery Registry. During the work day, learn how to identify the different types of stone used to make gravestones and the proper techniques for cleaning, straightening and resetting stones.

*This project has been funded in part by a grant from the U.S. Department of the Interior, National Park Service Historic Preservation Fund, administered by the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior or the Department of Natural Resources.*

*This program receives federal financial assistance for the identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe that you have been discriminated against in any program, activity or facility as described above, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C St., N.W., Washington, D.C. 20240.*



## Polish Your Image: Using Design Principles to Improve Your Marketing Materials

Monday, June 17, 9 a.m. to noon

Canal Center, Delphi

**Instructor:** Jeannette Rooney, coordinator, Local History Services, IHS

**Cost:** \$20, \$15 IHS members, \$10 Local History Partners

Register by June 10

Addresses AASLH StEPs Standard AUD 4.

Librarians can earn 3 LEU credits for this workshop.

Your marketing materials – your website, newsletters, flyers, brochures, etc. – play an integral part in how the public views your organization. This workshop is designed to help you make the most of this aspect of your public image by giving you the tools you need to apply the basic principles of design to achieve an appealing visual impact. We look at real life examples of the good, the bad and the ugly, and do some hands-on exercises that will help you to think about how to design your own materials.

The workshop will cover:

- The dos and don'ts of basic design principles
- Why some designs are effective and others are not (and how to tell the difference)
- How to create a balanced and clean composition
- How to successfully apply color and graphics
- How to use fonts effectively

**Who should attend?** Paid or unpaid staff tasked with developing marketing materials for your organization.

**Take this workshop along with Learning from Your Audience on the same day for just \$5 more! (See description on next page.)**

## Learning From Your Audience

Monday, June 17, 1 to 4 p.m.

Canal Center, Delphi

**Instructor:** Stacy Klingler, assistant director, Local History Services, IHS

**Cost:** \$20, \$15 IHS members, \$10 Local History Partners

Register by June 10

*Meets AASLH StEPs Standard AUD 1 and 5.*

*Librarians can earn 3 LEU credits for this workshop.*

Would you like to do a better job of serving your audience? Would you like access to information about your visitors that will really help you make tough decisions?

Learn about basic visitor studies and evaluation methods that will help you identify who you serve, find out what they want from your organization and what new audiences find compelling.

We look at a variety of ways to collect information from your visitors, including simple questions your docents can ask and visitor registration. We even share a sample special event survey. Additionally, we talk about low-budget ways small museums have gathered information from audiences about interest and prior knowledge of exhibits topics and elements before they are completed.

We conclude with a discussion about how to determine what visitor and audience information will really make a difference in your decision-making processes.

**Who should attend?** Paid and unpaid staff with responsibility for interaction with visitors and development of programs and exhibits.

**Take this workshop along with Polish Your Image on the same day for just \$5 more! (See description on previous page.)**

HUNTINGTON  
COUNTY



## IN YOUR NEIGHBORHOOD

You are invited to meet, share and connect with other historical organizations and county historians at **FREE In Your Neighborhood** meetings. We will discuss an issue relevant to local history organizations, such as fundraising, collections care, finding volunteers and building new audiences. Local History Services staff will be available for short consultations. Drop in to ask a question, share a success story and network with your peers. No registration is required.

**Monday, Feb 25, 10:30 to 11:30 a.m.**

Dearborn County Historical Society  
508 W. High St., Lawrenceburg

**Thursday, March 7, 10:30 to 11:30 a.m.**

Antiquarian and Historical Society of Culver  
Culver Public Library, 107 N. Main St., Culver

**Monday, April 8, 10:30 to 11:30 a.m.**

Sullivan County Historical Society  
10 S. Court St., Sullivan

**Thursday, May 9, 10:30 to 11:30 a.m.**

Huntington County Historical Society  
315 Court St., Huntington

**Thursday, June 13, 10:30 to 11:30 a.m. (Central)**

Historic Lyles Station Consolidated School  
953 N. County Road 500 West, Lyles Station

# ON-DEMAND WORKSHOPS

Did you know that Local History Services offers workshops at your request? The following workshops can be requested by one organization or for a group of organizations in the same area. Workshops generally need to be scheduled several months in advance, so call (317) 232-4591 or email [localhistoryservices@indianahistory.org](mailto:localhistoryservices@indianahistory.org) today!

## **Collections and Archives**

**So This Box Comes In ...** (full day) – Explore steps in processing an incoming donation to your museum, including accepting, accessioning, documenting and storing artifacts. (*Addresses AASLH StEPs Standards COLL 1 and 2.*)

**Building a Meaningful Collection** (full day) – Dig deeply into developing your “scope of collections” statement to describe what you collect and why. An excellent follow-up workshop to *So This Box Comes In ...* (*Addresses AASLH StEPs Standards COLL 1 through 4 and INT 1 and 2.*)

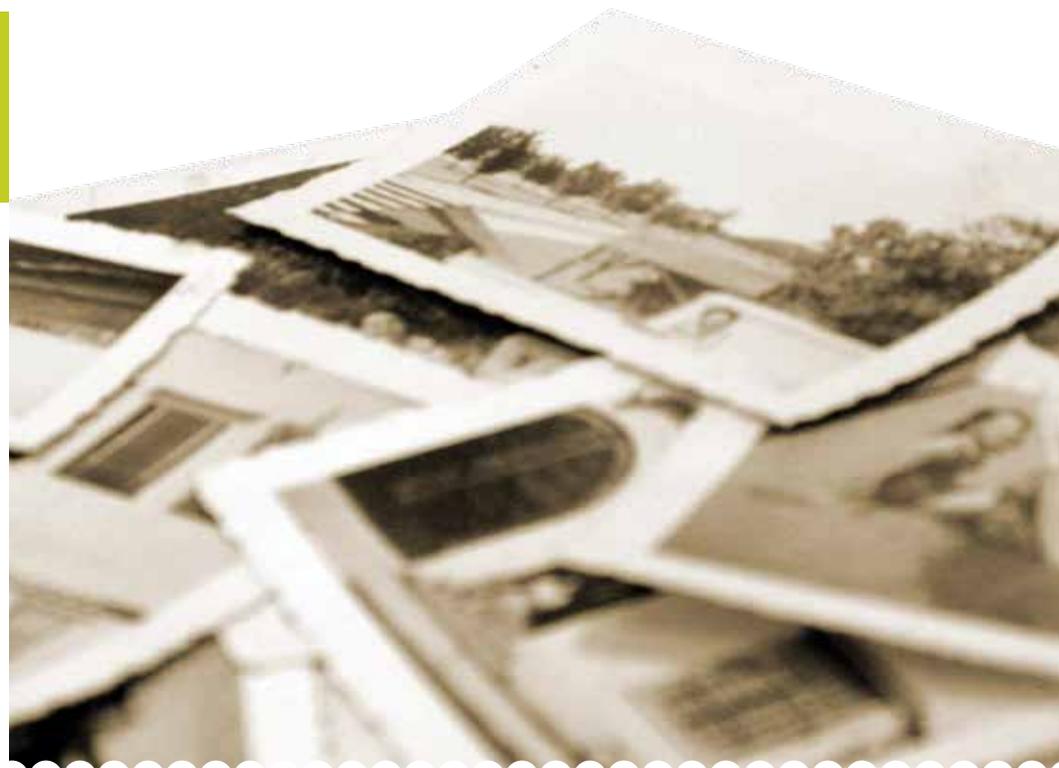
**The Basics of Archives** (full-day session developed by AASLH) – Learn the basic practices to collect, protect and help people use the historical documents and photos in your care. (*Addresses AASLH StEPs Standards COLL 1, 2 and 5.*)

## **Governance**

**Building a Stronger Board for Your Historical Society** (half- or full-day session) – Designed for boards to better understand the three R’s of boards: roles, responsibilities and recruitment. (*Addresses AASLH StEPs Standards MGMT 1 and 8 and all MVG standards.*)

**Planning for Beginners** (full day) – De-mystify the process of creating strategic and organizational plans and learn nonthreatening ways for you to introduce planning and budgeting to your group. (*Addresses AASLH StEPs Standards MVG 3 and MGMT 9.*)

**Bylaws** (two hours) – Update your bylaws to better govern your organization. (*Addresses AASLH StEPs Standards MVG 5.*)



## **Management**

**Understanding Audiences and Visitors** (full day) – Collect visitor information, locate demographic research and explore how to use that information to make your organization more relevant. (*Addresses AASLH StEPs Standards AUD 1 and MGMT 9.*)

**The “Whys” of Volunteers** (half day) – Learn why you need volunteers, why volunteers choose an organization, why they leave, why there are legal ramifications in working with volunteers and other whys. (*Addresses AASLH StEPs Standards MVG 3 and 4 and MGMT 1, 3 and 4.*)

**Basics of Financial Management** (full day) – Learn about better budgeting, creating helpful financial reports, and analyzing financial information to make good decisions. (*Addresses AASLH StEPs Standard MGMT 1.*)

*Other topics may be available on request.*



## Wondering What AASLH StEPs Standards Are?

The American Association for State and Local History launched StEPs – Standards and Excellence Program for History Organizations – in 2009. StEPs is a voluntary assessment program for small- and mid-sized history organizations. The program, created with funding from the Institute of Museum and Library Services, encourages awareness and achievement of national standards. Organizations that enroll in this self-paced, self-study program use assessment questions and performance indicators (Basic, Good, Better) to rate their policies and practices in six standards sections. Participating organizations can clearly identify their strengths and areas that need improvement, and begin taking steps to plan for positive change.

To learn more, visit [www.aaslh.org/steps](http://www.aaslh.org/steps).

## National History Day in Indiana

Would you like to see more kids interested in history and involved with your organization?

Consider supporting National History Day in Indiana.

The program serves students and teachers in grades six to 12 across the state. Students choose a topic in history and research, analyze and present their work with exhibits, documentaries, papers, websites and performances, while adhering to an annual theme. The program focuses on teaching kids to do the real work of historians using primary sources. And what better primary sources than the ones found right in their communities that YOU can help them access? Students can advance from school-wide to regional to state and finally to a national contest.

As a local history organization, you can support National History Day in Indiana by:

- Helping local participating teachers and students gain access to local historical resources.
- Identifying how your collection of primary sources might best support this year's theme: *Turning Points in History: People, Ideas, Events*.
- Working with your local schools to bring NHDI to history classes and afterschool programs.
- Volunteering to judge at a contest in your local school or at one of the regional contests in 2013:
  - St Mary's College in Notre Dame, Feb. 23
  - IUPUI in Indianapolis, March 9
  - Brown County High School in Nashville, April 6
  - Marian University in Indianapolis, April 27

Call Matt Durrett, coordinator of NHDI, at (317) 233-9559 or email [nhdi@indianahistory.org](mailto:nhdi@indianahistory.org) for more information. Students typically begin working on NHDI projects between November and January. Matt can let you know if there are teachers in your area already working for 2013 History Day or how you can help spread the word for 2014.



# SERVICES ON REQUEST

### Lending Resource Center

Borrow professional books, media and other items. A searchable database of material is available online.

### Resource Files

Review examples of brochures, disaster plans, newsletters, job descriptions and other documents.

### Traveling Exhibits

Borrow small exhibits on Indiana history, such as *The Faces of Lincoln* or *Auto Indiana*. Free for Indiana historical societies and museums; \$100 for other organizations.

### Communique Online

Find out about exhibits, programs, resources and opportunities around the state. Past editions of the free weekly electronic newsletter are archived online.

### Training/Workshops

Learn more about issues of planning, collections care, fundraising, outreach, human resources, etc.

### Consultations

Discuss with LHS staff current challenges facing your organization.

### Speakers Bureau

Locate speakers for programs on topics ranging from Aaron Burr to World War II.

### County Historians

Contact one of the 92 historians who act as a resource person for county history inquiries. This program is a joint effort with the Indiana Historical Bureau.

## WORKSHOP REGISTRATION FORM

### Building a Stronger Board – Monday, Feb. 11

\$20, \$15 IHS members, \$10 Local History Partners

Number of people: \_\_\_\_\_ Price: \_\_\_\_\_

### Connecting to Visitors Through Real Stories – Wednesday, March 13

\$20, \$15 IHS members, \$10 Local History Partners

Number of people: \_\_\_\_\_ Price: \_\_\_\_\_

### The "Accidental" Parlor – Monday, May 13

\$20, \$15 IHS members, \$10 Local History Partners

Number of people: \_\_\_\_\_ Price: \_\_\_\_\_

### Cemetery Preservation (Basic) – May 17 and 18

\$30, \$25 members, \$22.50 Local History Partners

May 17 (classroom day) and May 18 (work day)

May 17 (work day) and May 18 (classroom day)

Number of people: \_\_\_\_\_ Price: \_\_\_\_\_

### Polish Your Image and Learning From Your Audience – Monday, June 17

#### DOUBLE FEATURE DISCOUNT

\$30, \$20 IHS members, \$15 Local History Partners

Number of people: \_\_\_\_\_ Price: \_\_\_\_\_

#### Polish Your Image (only)

\$25, \$15 IHS members, \$10 Local History Partners

Number of people: \_\_\_\_\_ Price: \_\_\_\_\_

#### Learning From Your Audience (only)

\$25, \$15 IHS members, \$10 Local History Partners

Number of people: \_\_\_\_\_ Price: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Name(s) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Method of Payment

Check (payable to Indiana Historical Society)

MasterCard  American Express

Visa  Discover

Credit Card No. \_\_\_\_\_

Expiration Date \_\_\_\_\_

*You can register for workshops*

*online using a credit card.*

*Go to [www.indianahistory.org/lhsworkshops](http://www.indianahistory.org/lhsworkshops)*

*and click on "Register online now."*

### Questions?

Contact us at (800) 447-1830 or [localhistoryservices@indianahistory.org](mailto:localhistoryservices@indianahistory.org).

### Mail to:

Visitor Services  
Indiana Historical Society  
Eugene and Marilyn Glick  
Indiana History Center  
450 West Ohio Street  
Indianapolis, IN 46202





EUGENE AND MARILYN GLICK INDIANA HISTORY CENTER  
450 WEST OHIO STREET, INDIANAPOLIS, INDIANA 46202-3269

## **STAY CONNECTED TO IHS!**

Sign up for our free  
e-newsletter at

[www.indianahistory.org](http://www.indianahistory.org)

to receive monthly updates  
on educational programs  
and resources. Like us on  
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Twitter @IndianaHistory.