

## CARLA'S COLUMN



### Creating an Inclusive Agency

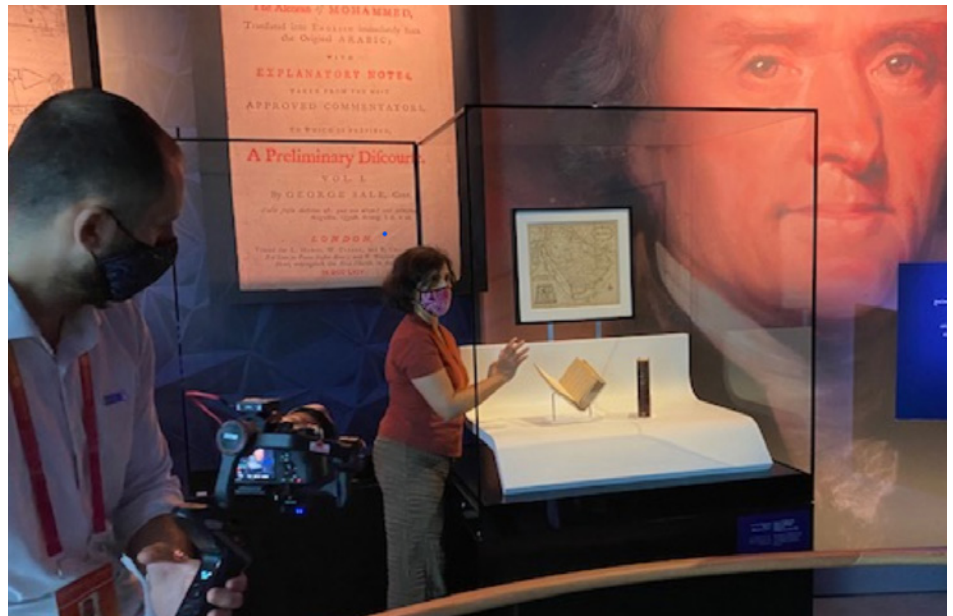
What do diversity, equity and inclusion really mean, and why should these concepts matter to every Library employee?

Simply put, diversity acknowledges and celebrates all the ways that people bring different perspectives to their work. Equity ensures that everyone receives fair treatment, access and opportunity. Inclusion describes a workplace culture in which a variety of people work and feel comfortable with themselves and one another and feel free to work in ways that suit them while delivering business needs. Inclusion ultimately ensures that everyone feels valued and, more importantly, adds value to the organization.

Creating an inclusive agency culture takes more than releasing a diversity statement or promoting heritage month activities. It's about breaking boundaries in unconventional and creative ways and by empowering those who are not afraid of coloring outside the lines.

Throughout an institution, at all levels, there must be an intentional effort to cultivate a sense

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Steve Hersch

**Yasmeen Khan (center) of the Conservation Division is filmed while installing Jefferson's Quran at the World Expo in Dubai in the United Arab Emirates.**

## Jefferson's Quran on Exhibit in Dubai

The Islamic holy book is one of the stars of the exhibit's U.S. pavilion.

**BY NEELY TUCKER**

Thomas Jefferson's [copy of the Quran](#), one of the treasures of the Library, is making its first-ever appearance in the Middle East this month, debuting at the glittering World Expo in Dubai in the United Arab Emirates.

Jefferson's English translation of the Islamic holy book is one of the stars of the Expo's U.S. Pavilion, themed "Life, Liberty and the Pursuit of the Future," a riff on Jefferson's famous phrase from the Declaration of Independence.

Library staff installed the two-volume, 1764 copy of the Quran in a secure case as the initial object on display after guests emerge from

a sound and light experience that showcases America's founding principles, particularly its innovations. Jefferson and the Quran are the first example of those goals, followed by some of the works of Benjamin Franklin and Alexander Graham Bell.

"Thomas Jefferson was widely interested in and curious about a variety of religious perspectives," Librarian of Congress Carla Hayden said. "Our nation's history is a rich and beautiful reflection of the diverse ideas, cultures and religion of its citizens. The Library of Congress, the nation's library, is a symbol of free access to information and the role it plays in a

**JEFFERSON, CONTINUED ON 7**

# NOTICES

## DONATED TIME

The following employees have satisfied eligibility requirements to receive leave donations from other staff members. Contact Gloria Dixon at [gdixon@loc.gov](mailto:gdixon@loc.gov).

Lynette Brown  
Tiffany Corley Harkins  
Stephanie Jefferson

Linda Malone  
Kenneth Mitchell

## STAFF SURVEY: SHARE YOUR THOUGHTS

Share your insights on work and the employee experience by completing the Library's all-staff survey, which the Human Capital Directorate is conducting now until Oct. 29.

The survey's 49 multiple-choice questions cover topics such as leadership, work culture and communication. It should take 15 to 20 minutes to complete. Participation is voluntary, and all responses are anonymous.

[Complete the survey here](#) and make your voice heard.

Questions? Contact Ashlyn Garry at [asga@loc.gov](mailto:asga@loc.gov).

## USE OR LOSE LEAVE

The new leave year begins on Jan. 2, 2022. Employees expecting to have an annual leave balance over their allowable accumulation should plan to use their use-or-lose leave before Jan. 1, 2022, or risk forfeiting that excess.

Most general schedule staff can carry up to 240 hours into a new leave year. Executive schedule and senior level staff can carry up to 720 hours.

Forfeited annual leave can be restored only under limited circumstances. All annual leave subject to forfeiture must be scheduled and approved in writing by Nov. 20, 2021.

For more information, consult Library of Congress directive 9-1010.1.



Sharing Our Story Through  
**FOOD & COPYRIGHT**  
Wednesday, October 27, 2021  
10:00 – 11:00 A.M. EASTERN TIME  
An Online Event  
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# GAZETTE LIBRARY OF CONGRESS

[loc.gov/staff/gazette](http://loc.gov/staff/gazette)

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### MISSION OF THE LIBRARY OF CONGRESS

The Library's central mission is to engage, inspire and inform Congress and the American people with a universal and enduring source of knowledge and creativity.

### ABOUT THE GAZETTE

An official publication of the Library of Congress, The Gazette encourages Library managers and staff to submit articles and photographs of general interest. Submissions will be edited to convey the most necessary information.

Back issues of The Gazette in print are available in the Communications Office, LM 143. Electronic archived issues and a color PDF file of the current issue are available online at [loc.gov/staff/gazette](http://loc.gov/staff/gazette).

### GAZETTE WELCOMES LETTERS FROM STAFF

Staff members are invited to use the Gazette for lively and thoughtful debate relevant to Library issues. Letters must be signed by the author, whose place of work and telephone extension should be included so we can verify authorship. If a letter calls for management response, an explanation of a policy or actions or clarification of fact, we will ask for management response.—Ed.

### Library of Congress Gazette

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### GAZETTE DEADLINES

The deadline for editorial copy for the Nov. 5 Gazette is Wednesday, Oct. 27.

Email editorial copy and letters to the editor to [mhartsell@loc.gov](mailto:mhartsell@loc.gov) and [wmal@loc.gov](mailto:wmal@loc.gov).

To promote events through the Library's online calendar ([www.loc.gov/loc/events](http://www.loc.gov/loc/events)) and the Gazette Calendar, email event and contact information to [calendar@loc.gov](mailto:calendar@loc.gov) by 9 a.m. Monday of the week of publication.

Boxed announcements should be submitted electronically (text files) by 9 a.m. Monday the week of publication to [mhartsell@loc.gov](mailto:mhartsell@loc.gov) and [wmal@loc.gov](mailto:wmal@loc.gov).

# New Albert Einstein Fellows Announced

Two teachers from the Albert Einstein Distinguished Educator Fellowship Program will work with the Library's Professional Learning and Outreach Initiatives Office during the 2021-22 school year, the Library has announced.

Lesley Anderson, a high school science and math teacher from San Diego, is new to the Library. Peter DeCraene, a veteran math and computer science teacher from Evanston, Illinois, is returning for a second term. Both will work to make primary sources from the Library's collections more accessible and useful for science, technology, engineering and math (STEM) educators throughout the U.S.

"We are delighted by the opportunity to work with Lesley and Peter this year," said Lee Ann Potter, director of the Professional Learning and Outreach Initiatives Office at the Library. "We know that these two outstanding educators will help us discover exciting new ways



Peter DeCraene (top) and Lesley Anderson

Professional Learning and Outreach Initiatives Office

to help STEM teachers and their students connect with the Library."

Anderson has taught chemistry, biology, environmental science and math to high school students in the San Diego area for several years and served as an instructional coach, supporting other educators. Outside the classroom, she has worked with NASA to analyze polar climates, studied sea turtles with the National Oceanic and Atmospheric Administration and journeyed to the South Pole as a PolarTREC teacher-researcher.

DeCraene has more than three decades of experience in middle and high school classrooms. During his first term, he developed tools for teaching with historical charts and graphs and wrote for the [Teaching with the Library of Congress blog](#) about teaching mathematics using primary sources.

[See the April 9 Gazette](#) for an interview with DeCraene. ■

## CARLA'S COLUMN, CONTINUED FROM 1

of belonging that extends to every employee. In the past, not every member of our Library community has felt that sense of belonging.

I would like to thank the members of the Diversity and Inclusion Working Group (DIWG) who have worked tirelessly over the past two years toward the mission of promoting an environment of shared cultures and continuous commitment on matters of equal employment opportunity and diversity and inclusion based on a data-driven understanding of the Library workforce and workplace.

Although the pandemic slowed the DIWG's work in late 2020, thanks to its efforts in 2021, the Library has engaged a consultant who is working with the Human Capital Directorate (HCD), ser-

vice-unit managers and staff at all levels to conduct a barrier analysis. This barrier analysis will identify areas where the Library can improve recruitment, hiring and selection practices.

I have extended the DIWG's charter for an additional six months. I hope this will allow them to complete a number of objectives, including promoting strategies to create an inclusive workplace culture, assisting with an analysis of the career trajectory of Career Development Program alumni, advising on efforts to increase diversity in our collections and engaging with HCD in an analysis of hiring preferences.

These are the next steps that the Library needs to take in order to ensure the Library is an institution that not only says it values diversity, equity and inclusion, but

also puts in the work to effectively and progressively demonstrate a commitment to diversity, equity and inclusion. Diversity, equity and inclusion should be ingrained into the Library's DNA. These values should be an institutional benchmark for our operational and management procedures.

We must continue to engage in dialogue about how we can all work together to create an inclusive campus culture. I encourage staff to reach out to the members of the DIWG, service-unit leaders and representatives of various employee-recognized organizations to share experiences and ideas that can help the Library create a culture where we have better discussions, decisions and outcomes for everyone. ■



## OBITUARY

# Planned Power Outage in Madison Building

On Nov. 6, the Architect of the Capitol will conduct a planned power outage in the Madison Building from 7 p.m. to midnight. Emergency power will be in use during this maintenance.

Anyone not supporting the planned maintenance work must exit the Madison Building and the Madison parking garage no later than 6 p.m. on Nov. 6. Regular access and operations are expected to resume on Nov. 7.

Staff who work on-site in the Madison Building should turn off computers, IT equipment, printers, copiers and multifunction devices on their last on-site workday before Nov. 6.

Cellular service will be unavailable in the Madison Building from 5 p.m. on Nov. 5 to 9 a.m. on Nov. 8. Access to Library networks and Wi-Fi will be unavailable in the Madison Building from 7 p.m. on Nov. 6 until power is restored at midnight.

Staff who do not work on-site in the Madison Building do not need to take any action. Access to Library email and other IT systems will remain available during the maintenance outside of the Madison Building.

Badged individuals with all-hours access who need to enter the Jefferson or Adams buildings will be able to do so at the Jefferson Building carriage entrance for the duration of the maintenance.

Questions? Contact Facility Operations at (202) 707-9938. ■



Shawn Miller

### Ann D. Sullivan

Ann Denise Sullivan died unexpectedly on Aug. 23 following a very brief illness. She was a senior cataloger for the Children's and Young Adult's Program in the Literature Section of the U.S. Programs, Law and Literature Division of the Acquisitions and Bibliographic Access Directorate. She celebrated 40 years of service to the Library this year.

Sullivan was born on July 15, 1957, in Cheverly, Maryland, to Joseph J. Sullivan and Jean R. Sullivan and lived her early years in Beltsville, Maryland. She accompanied her parents to Hong Kong when her father was assigned to the American consulate there, attending Hong Kong International School and playing varsity basketball from 1971 to 1973. In 1973, she moved back with her family to Maryland and graduated from High Point High School in 1975.

Sullivan received a bachelor's degree in general arts and a master's degree in library science from

the University of Maryland, College Park. She joined the Library's staff on Jan. 26, 1981. She was featured in the [Aug. 23, 2019, issue](#) of the Gazette.

"There is so much that could be said about Ann and the many qualities that made her so special to those who knew her and worked with her," recalled Divna Todorovich, retired children's literature cataloger. "Her many interests and enthusiasms were never superficial, as she devoted time and practice to learn and employ any new skill she mastered."

Todorovich said Sullivan's love, respect and knowledge of children's literature was manifest in her expert cataloging and her unflagging interest in the field's many past and present authors, editors and pioneering librarians.

"Most of all," Todorovich said, "she was a generous, warm, supportive presence in the office and beyond – a free spirit, perhaps, but one with discipline, a discerning, serious approach to her work and a sharply critical eye."

Sullivan was an integral part of several groups and committees at the Library. In 1991, she was awarded Volunteer of the Year by the Library of Congress Professional Association (LCPA). Most recently, she served as an LCPA Continuing Education Fund trustee, taking real pleasure in helping her Library colleagues achieve their educational goals.

Ann loved long walks, bike riding and traveling to New York City to see Broadway musicals. But her favorite pastime was attending Washington Nationals baseball games, and she shared season tickets with her brother, Michael B. Sullivan. She is survived by him and by her mother. ■

**Your Employee Personal Page (EPP) is at  
[www.nfc.usda.gov/epps/](http://www.nfc.usda.gov/epps/)**

## QUESTION & ANSWER



David Gibson

### David Gibson

*David Gibson is a library technician in the Moving Image Processing Unit.*

#### **Tell us about your background.**

My family moved quite frequently during my childhood and, as a result, I never quite know what to say when someone asks where I grew up. I spent some time in Chicago; Blowing Rock and Raleigh, North Carolina; Maidenhead in the United Kingdom; and Columbus, Ohio. I like to think that all of these places contributed to the person that I am today.

I received my bachelor's degree in film studies from Ohio State University, then went on to obtain a master's degree in moving image archive studies from the University of California, Los Angeles.

I have worked in libraries or archives for most of my professional career, starting by shelving books at the Ohio State Main Library, then working for a few years in the archives and library of the Ohio Historical Society before attending graduate school.

#### **What brought you to the Library, and what do you do?**

While I was employed at the Ohio

Historical Society, it hosted a summit as part of the Midwest Archives Conference. It was there that I first saw the plans for the National Audio-Visual Conservation Center (NAVCC) as presented by Ken Weissman, who at the time was head of the Library's film lab and nitrate vaults in Dayton, Ohio. Seeing this wonderful facility devoted to the preservation of the nation's audiovisual heritage inspired me, and I knew I had to work there one day.

As a library technician for the Moving Image Processing Unit, I describe incoming analog and digital moving image collections and prepare items for preservation in the labs and for access in our reading room and beyond.

I have been involved in the processing of several large gift and purchase collections of film and video and have enjoyed finding innovative ways to manage metadata and perform batch record creation to reduce arrearages in the Moving Image Section.

#### **What are some of your standout projects?**

I have had the opportunity to work on a wide variety of projects and a wider variety of formats during my years at NAVCC. I have worked to manage data and assist in the preservation of born-digital interviews from the HistoryMakers, the nation's largest African American video oral history collection. I have processed videos from the Alan Menken Collection, containing outtakes and early versions of many of the classic songs that Menken wrote for Disney films. And I have also encountered the full breadth of American creativity through my work on items received through copyright deposit.

The project that has meant the most to me during my time at the Library has been the work that I have done to describe and preserve the video games in our collection. This project has given me the opportunity to develop a workflow for preserving these unique and popular cultural artifacts and allowed me to engage with so

many passionate people who are devoted to protecting the legacy of video games for the future.

#### **What do you enjoy doing outside work?**

When I am not working, I am most often writing and recording music. I usually have a variety of musical projects going at once and, therefore, it is a hobby that keeps me quite busy when I am away from my day job. I also enjoy reading, watching movies (of course!) and going on hikes with my wife, Renee, and our dog, Lily.

#### **What is something your co-workers may not know about you?**

I was a semiprofessional child actor during the 1980s, appearing in a TV movie called "Ellis Island" and almost appearing in the feature film "Santa Claus: The Movie" (alas, my scene was cut!). I also did some professional theater work in productions of "Mame" and "The Sound of Music."

I attribute my sometimes loud and outgoing personality to my acting background, but it is something that I really enjoyed. I was happy to have the opportunity to be on film sets and to interact with so many interesting and creative people at a young age. ■

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### **VIRTUAL EVENT: KEN BURNS PRIZE FOR FILM**

**Oct. 26, 7 p.m.**

[Register](#)

Librarian of Congress Carla Hayden and documentary filmmaker Ken Burns will announce the 2021 Library of Congress Lavine/Ken Burns Prize for Film winner and runner-up at a virtual awards ceremony next Tuesday.

The hourlong ceremony will also include a roundtable discussion focusing on the acclaimed documentary, "John Lewis: Good Trouble," directed by award-winning filmmaker Dawn Porter, a member of the prize jury. In a conversation moderated by PBS NewsHour's Yamiche Alcindor, Porter will speak with Hayden and Burns.

For more information, visit the [prize webpage](#).

# Reminder: Records Management at the Library

The Records Management Division (RM) in the Office of the Chief Information Officer is responsible for the Library’s Records Management Program. This article is published annually to remind staff that managing records is everyone’s responsibility.

For more information, visit the [RM website](#), contact RM at [records@loc.gov](mailto:records@loc.gov) or reach out to your office’s records coordinator or liaison.

## Why is records management important?

It’s the law. The Library is subject to the Federal Records Act and follows guidance from the National Archives and Records Administration (NARA). Library of Congress Regulation (LCR) 5–810 and Library of Congress Directive (LCD) 5–810.1 address records management. All staff are required to create and manage the records necessary to document their official activities.

All staff, as well as contractors and volunteers who create or handle Library records, must take the records management online course within 30 days of their start date and on an annual basis.

## Who will help me with records management?

Every office in the Library has a records coordinator or records liaison who is designated by a supervisor and trained by RM. The list of liaisons and a summary of their responsibilities is available on the RM website. Each office has a file plan established with RM and maintained by the liaison cross-referencing all records in their office to the Library of Congress Records Schedule (LRS) and listing their formats and locations.

RM initiates an annual records review and cleanup (ARRC) each February. During ARRC, all staff are responsible for the cleanup of personal papers, nonrecord materials and transitory records, which can be destroyed without RM permission. Liaisons focus on transferring inactive records

to RM and updating file plans.

The ARRC process can also be followed when preparing for office changes or separating from the Library. The ARRC Quick Guide is available on the RM website.

## What about my Library email account?

Most email messages and staff calendars are records. Under the email management policy, LCD 5–810.2, email accounts are designated as permanent (Capstone) or temporary.

Fewer than 50 Library staff members are identified as Capstone, and they are typically senior-level staff. The contents of Capstone accounts are transferred to NARA for permanent preservation 25 years after the account holder departs the Library. All other email accounts are temporary. Their contents are destroyed on a rolling basis when seven years old. The Email Management Quick Guide is available on the RM website.

Staff should not use personal email accounts for Library business. If Library email records are created or received by the personal email account of an employee, these email records must be forwarded to the employee’s Library email account no later

than 20 days after the original creation or transmission of the record.

## Has records management changed with expanded telework?

Library staff are responsible for managing records generated in the course of their work, regardless of location. A Quick Guide for RM during COVID–19 is available at the RM website. It provides policy reminders that are important for teleworkers.

## When I separate from the Library, what should I do with records?

Federal records cannot be removed from government custody, nor can they be destroyed, except in accordance with the LRS. The Exit Procedures Quick Guide is available on the RM website so that departing staff can plan ahead and discuss issues with their supervisor and liaison.

Departing staff members may take only nonrecord materials (e.g., copies of records and reference materials) that have been approved by their supervisor and the Library’s records officer on form 1785, Request for Removal of Non-Record Materials. Staff may remove personal papers at any time without the Library’s permission. ■

**TELL YOUR FRIENDS TO SIGN UP HERE**

**LIBRARY OF CONGRESS ALUMNI NETWORK**

Questions or ideas? Contact [alumni@loc.gov](mailto:alumni@loc.gov)

[www.loc.gov/alumni](http://www.loc.gov/alumni)



knowledge-based democracy that we share.”

The Expo, delayed for a year due to COVID-19 but still billed as Expo 2020, is a continuation of the 170-year-old tradition of international exhibitions that began as a means of sharing, if not showing off, each nation’s technology and cultural gems.

The first such event was held in London in 1851, billed as “The Great Exhibition of the Works of Industry of All Nations,” the brainchild of Prince Albert, the consort of Queen Victoria. He wanted to show off Britain’s industrial gains to the world (particularly Europe) as a means of building trade and British power. It was held in an iron-and-glass structure so striking that it was called the Crystal Palace.

It was a magnificent success, with more than 6 million people attending, launching a plethora of such fairs through the 19th century until today. These displays were mixed with great technological wonders – nascent telephones (and mobile phones a century later), televisions, the Ferris wheel and so on – but also, in the 19th and early 20th centuries, the overt racism and colonialism of the era, as people from developing nations were often exhibited as “natives.”

The event in Dubai features exhibits from 192 nations as well as dozens of corporations and runs until next March. The Jefferson Quran will be on display for three months, an unusual stay for the type of item the Library usually loans only to other permanent museums, libraries or cultural institutions.

The book, and a framed map of Mecca that came with it, traveled in a custom-made wooden crate with four inches of padding and customized trays with more padding, along with a sensor that detects vibrations and temperature changes. Library conservation and security staffers, along with police and an international freight company that specializes in fine-art shipping, secured the crate en route.

Jefferson bought his copy of the Quran in 1765 in Williamsburg, Virginia, when he was 21 or 22 and studying law. The two volumes are a second edition of the influential 1734 translation by George Sale, with Jefferson’s copy published in London in 1764.

Jefferson, who had an abiding interest in world religions, may have also valued the Quran as a comparison for legal codes across the world. Further, some of the enslaved Africans brought to America were Muslims, as the Library documents in the writings of [Omar Ibn Said](#). Jefferson, who enslaved more than 600 Black people over the course of his life, may well have had firsthand experience with members of the faith.

He would go on to amass the largest collection of books in the United States in the early 19th century. After the British burned the Capitol building and the Library of Congress during the War of 1812, Jefferson sold his collection of 6,487 volumes to Congress in 1815 for \$23,950.

Many of his political opponents voted against the purchase, citing Jefferson’s wide-ranging interests as an “infidel philosophy” and stating that the books were “good, bad, and indifferent ... in languages which many can not read, and most ought not.”

The collection was so large that it took 10 wagons to carry it from his Monticello, Virginia, estate to Washington. It is regarded as the founding of the modern Library of Congress, and Jefferson as the Library’s patron saint, with the Library’s main building bearing his name.

A fire on Christmas Eve in 1851 destroyed two-thirds of Jefferson’s collection, but the Quran was one of the volumes that survived. The book was rebound by the Library in 1918.

It endures as a powerful symbol of Islamic faith in the country – U.S. Rep. Keith Ellison, who in 2006 became the first Muslim elected to Congress, took his oath of office on Jefferson’s Quran. ■

## ‘UNFOLDING HISTORY’ BLOG DEBUTS



Manuscript Division

Manuscript Division archivists make sense of materials that often come to them folded, bundled, stacked or mangled, writes historian Josh Levy in the inaugural post of the division’s new blog, “Unfolding History.” This suitcase full of envelopes turned out to hold a letter describing ships massing on the English coast for D-Day. [Read more.](#)