

Ken Burns Film Prize Awarded to 'Hold Your Fire'

The Library of Congress, alongside the Better Angels Society and the Crimson Lion/Lavine Family Foundation, has awarded the second annual Library of Congress Lavine/Ken Burns Prize for Film to "Hold Your Fire," directed by Stefan Forbes. The film will receive a \$200,000 finishing grant to assist with post-production costs.

Produced by Amir Soltani and Tia Wou, "Hold Your Fire" is a feature-length documentary about the longest hostage siege in New York Police Department (NYPD) history.

The award was presented in a virtual ceremony on Tuesday that included a conversation featuring Librarian of Congress Carla Hayden, filmmaker Ken Burns and composer and musician Wynton Marsalis about the power of storytelling and our collective history.

"Ken and I were both awed by this documentary," Hayden said. "'Hold Your Fire' is a searing and powerful look into a little-known moment in history that has profound repercussions for how we understand policing today. We are excited and proud to present the second Library of Congress Lavine/Ken Burns Prize for Film to Stefan Forbes."

In January 1973 at a Brooklyn sporting goods store, four young Black men attempting to steal guns for self-defense were cornered by the NYPD. A violent gun battle ensued, and soon a police officer lay dead in the freezing rain. In response, hundreds of police officers gathered to carry out a version of what was then standard

KEN BURNS PRIZE, CONTINUED ON 7



Prints and Photographs Division

This 1958 photo by Angelo Rizzuto is part of a newly processed collection documenting New York City life.

Collections Access Expands During a Challenging Year

Staff reduced archival-processing arrearages by 1.3 million items in fiscal 2020.

BY WENDI A. MALONEY

For 15 years, Angelo A. Rizzuto walked the streets of New York alone with his camera, capturing neighborhoods, landmarks, people amid crowds. Together, his photographs from 1949 to 1964 offer a fascinating pictorial history of the city's evolution.

Earlier this year, a team of Prints and Photographs Division (P&P) archivists was well on its way to making tens of thousands of black-and-white photos by Rizzuto con-

tained in the Anthony Angel Collection accessible to researchers in the division's reading room. But when the Library announced maximum telework in March to address the pandemic, hands-on archival work across the Special Collections Directorate (SCD) had to pause.

The Angel Collection was among the first to resume processing, however, under the Library's phased restoration of on-site operations, which launched in June and is still ongoing. The reason: The

ARCHIVAL PROCESSING, CONTINUED ON 8

DONATED TIME

The following employees have satisfied eligibility requirements to receive leave donations from other staff members. Contact Lisa Davis at (202) 707-0033.

Craig Andrews
Sharif Adenan
Lynette Brown
Sharron Jones

Laura Monagle
Terri Harris-Wandix
Donna Williams
Eric Wolfson

COVID-19 UPDATE

The Health Services Division (HSD) continues to monitor Library staff members with symptoms, clinical diagnoses or positive test results associated with COVID-19. On Oct. 8, HSD announced that nine employees reported exposure to or symptoms of COVID-19 during the previous week. On Oct. 15, HSD announced that seven employees reported exposure to or symptoms of the virus in the previous week. Most employees reporting symptoms are not diagnosed with COVID-19, but, out of caution, the Library is monitoring all reports of symptoms.

HSD is communicating with all staff members who become ill. In cases in which ill individuals were present in Library buildings, HSD is also notifying their close work contacts and cleaning and disinfecting the areas affected. The same process is followed when contractors in Library buildings become ill.

More information on the Library's pandemic response: <https://go.usa.gov/xdtv5> (intranet) or <https://go.usa.gov/xdtvQ> (public-facing staff web page)

GUIDELINES ON EXCUSED ABSENCE FOR VOTING

The Library of Congress encourages you to exercise your right to vote and allows excused absence for voting as described in LCR 9-1010, §9.B., and LCD 9-1030.1, "Election Day Information."

Under these authorities, when polls are not open for at least three hours either before or after your regular work hours, you may be granted an amount of excused leave that will permit you to report for work three hours after the polls open or leave work three hours before the polls close, whichever requires less excused time. When possible, supervisors and employees should take advantage of current scheduling flexibilities – rather than excused absence – to facilitate voting in person or by mail.

With the election season underway, the Library's Office of the General Counsel also encourages you to review the ethics rules that apply to political activities. See LCR 9-1780 (Political Activity), LCR 9-1730 (Outside Employment and Activities) and OGC's Political Activities FAQ (<https://go.usa.gov/xfScT>).

Questions? Contact ethics@loc.gov.

OIG WOULD LIKE TO KNOW

Report suspected illegal activities, waste, fraud, abuse and mismanagement in Library of Congress administration and operations to the Office of the Inspector General (OIG). A link to all Library regulations is available on the staff intranet at <http://staff.loc.gov/sites/rules-and-regulations/>.

To make a report, contact OIG via the online form at www.loc.gov/about/office-of-the-inspector-general/contact-us/ or report anonymously by mail to 101 Independence Ave., S.E., LM 630, Washington, D.C., 20540-1060.

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.

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.

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GAZETTE DEADLINES
The deadline for editorial copy for the Nov. 6 Gazette is Wednesday, Oct. 28.

Email editorial copy and letters to the editor to mhartsell@loc.gov and wmal@loc.gov.

To promote events through the Library's online calendar (www.loc.gov/loc/events) and the Gazette Calendar, email event and contact information to 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 and wmal@loc.gov.

Surveying the Workplace Climate in the Library

The Office of Congressional Workplace Rights (OCWR) is conducting the first-ever survey of the workplace climate in the legislative branch, and links to participate in the Congressional Climate Survey have been sent to the inboxes of Library of Congress staff.

The Congressional Accountability Act of 1995 Reform Act directs the OCWR to conduct a comprehensive survey of the workplace climate of the legislative branch. This survey is a component of Congress' commitment to ensuring legislative branch employees enjoy a safe and productive workplace culture. Responses to this survey will provide valuable feedback on the workplace environment.

The survey, which launched at the Library on Oct. 19, is designed to gauge the workplace satisfaction of Library employees. The survey is a voluntary, anonymous and confidential. It should take approximately 15 to 20 minutes to complete.

Library staff were emailed a link to the survey with specific login information. This login method ensures anonymity and confidentiality while protecting the validity of the survey results. Periodic reminder emails will be sent with access information until the survey closes on Nov. 20. Because participation is anonymous, all employees will continue to receive reminders even after survey participants have submitted their responses.

Survey questions cover a wide range of topics, including sexual harassment, discrimination, personal demographics and work experiences. Fully understanding the workplace climate requires collecting the experiences of different groups of employees at the Library and comparing data across populations. This information will help determine if one demographic group is experiencing a particular issue differently than others.

The survey results will assist

Congress in identifying critical practices in support of its continued commitment to a safer, more productive work culture. Individual survey responses will not be shared with Congress and, once the data is compiled, individual survey responses will be destroyed.

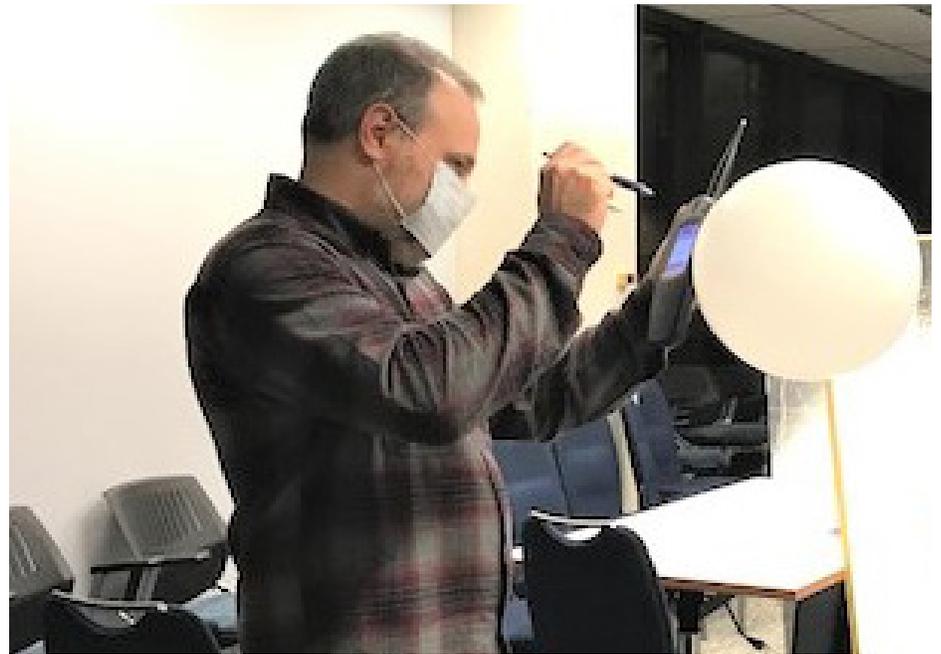
The survey will not record personally identifiable information, such as email address, name or IP address. It will collect information about participants' demographic background and experiences. The information will be reported in groups of at least 30, ensuring that no single employ-

ee's answers can be personally identifiable. All login information will be assigned randomly, and data will be stored according to best industry practices.

A version of the survey has already been successfully administered to approximately 30,000 legislative branch staff, including members of Congress and congressional staff, paid and unpaid interns, detailees and fellows.

Questions? Go to <https://go.usa.gov/X7qXq>, consult the Frequently Asked Questions at ocwr.gov, call the OCWR at (202) 724-9250 or send an email to climatesurvey@ocwr.gov. ■

SILENCE, PLEASE!



Karen James

An acoustical engineer prepares to pop a balloon in LM 201 on Oct. 2. The Library is conducting a study to determine the requirements to soundproof the room for hearings, and popping balloons is a method to assess the room's acoustics.

Your Employee Personal Page (EPP) is at www.nfc.usda.gov/epps/

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. All RM guidance documents and the bimonthly newsletter For the Record can be found at <http://staff.loc.gov/sites/ocio/records-management/>.

Contact RM at records@loc.gov for more information, or reach out to your office's records coordinator or liaison.

Why is records management important?

Aside from a desire to follow best practice, it's also 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 handle Library records, must take the records management online course within 30 days of their start date and on an annual basis. This course will remind you of your records management responsibilities every year.

Who will help me with records management?

Every office in the Library has a records coordinator or records liaison who is trained by RM. The list of liaisons and a summary of their responsibilities is available on the RM website.

RM initiates an annual records review and cleanup (ARRC) each February. During the cleanup, 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?

Under the email management policy, email accounts are designated as permanent (also known as 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. On the rare occasion that 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 enhanced telework?

Library staff are responsible for managing records generated in the course of their work, regardless of location. RM cannot accept paper records transfer or search requests at this time, so staff must hold these until normal operations resume. A Quick Guide for RM during COVID-19 is available at the RM website. It provides policy reminders that are important for teleworkers, as well as suggested RM tasks that anyone can do to add variety to their day.

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 Library of Congress Records Schedule. The Exit Procedures Quick Guide is available on the RM website so that departing staff can plan ahead and raise any questions with their supervisor and liaison.

Departing staff members may only take 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. ■

CYBERSECURITY AWARENESS

The Library is celebrating National Cybersecurity Awareness Month this October with helpful resources and information to keep staff safe and secure online.

For easy-to-access tips about smart IT security practices you can employ while teleworking and on-site, download or print four new posters created by the IT security team in the Office of the Chief Information Officer.

Coming soon, staff can also watch videos about the experts who work behind the scenes to ensure strong IT security at the Library.

Posters and other IT security resources: <https://go.usa.gov/x7a2m>

HAVING TECHNICAL ISSUES?

The Office of the Chief Information Officer's service desk is staffed around the clock with technicians ready to help. Contact ocioservicedesk@loc.gov or (202) 707-7727.



Shawn Miller

Steve Herman

Steve Herman is chief of the Collections Management Division, which is responsible for inventory control, collections security and space management across the Library's three Capitol Hill buildings and its off-site storage facilities. Herman is retiring this month after working at the Library for 47 years.

Where did you grow up and go to school?

I was born and raised in the Bronx in New York City, attended Stuyvesant High School in Manhattan and graduated from the City College of New York with a bachelor's degree in psychology. I received a master's in library service from Rutgers University and continued on to complete the coursework for a Ph.D. But I became very involved in a library construction project (yes, even then) and never finished the program.

What drew you to Library work?

Library work has been my life since I was 15. I got a summer job at the Brooklyn Public Library pasting library-card pockets in books and putting protective covers over dust jackets and was rewarded with a salary of 75 cents an hour.

From there, I worked at several branches of the New York Public Library (NYPL). When I started college, I was able to transfer to the main library at Fifth Avenue and 42nd Street, working in the stacks of the Science and Technology Division. That was a definite promotion, since the branches paid 95 cents an hour, but the main Library paid \$1.10. I knew from my days working in Brooklyn and for NYPL that that was what I wanted to do for my career. From the stacks of NYPL to the stacks of the Library of Congress – this really is my dream job.

What positions at the Library have you held?

Before coming to the Library, I was chief of the Special Services Bureau of the New Jersey State Library, and one of my responsibilities was directing the New Jersey Library for the Blind and Handicapped, one of the network libraries of the National Library Service for the Blind and Print Disabled (NLS). When a position at “headquarters” opened, I applied for it and was selected. So, my first position at the Library was at NLS, working with its network of regional and subregional libraries.

But my dream job continued to be managing library collections in a large research library. When a position opened as chief of the Stack and Reader Division at the Library, I jumped at the opportunity, applied and was selected. That was January 1977, and I have been with that division through a number of iterations ever since.

What are a few standout moments from your career?

In a 47-year career, it is difficult to select a few standout moments. Looking back, though, the first thing that comes to mind are the many wonderful colleagues I have had the honor to work with. I could not have been successful absent the teamwork and support from colleagues throughout my career.

With regard to specific activities, there are those that meant the most to me emotionally and those that made the greatest impact on

collections management.

In the first category, for many years, I have had the honor of serving as the Library's liaison with the Make-A-Wish Foundation, arranging tours for children facing major health challenges. Doing these tours for the children and their families has been an experience that will stay with me forever. Many letters have come to me from grateful families whose children are no longer with us.

With regard to collections management, most significant for me has been my involvement with designing, constructing and operating the Library's state-of-the-art preservation-quality facilities at Fort Meade, Maryland, and serving as a key participant in developing the Library's collections security program.

Also, I checked in authors and escorts for every National Book Festival from 2001 through 2019. It continues to be a phenomenal event, and I am honored to have been able to be part of it since its inception.

How has collections management evolved since you started?

Surprisingly, much of what I do managing the analog general collections has not changed dramatically. There have been advances in online inventory control and tracking, preservation reformatting and methods for requesting material – we now use automated call slips instead of little carbonless multipart paper forms. But much has remained constant.

What will you do in retirement?

The honest answer is that I don't know. After working in libraries for nearly 63 years, it will be strange not to have a job. I will take my time in deciding what the next phase of my life will be; of course, right now, the pandemic is limiting those options. ■

Collections Management Division Enters New Era

As two longtime leaders retire, the division will build on their legacy.

BY JACOB NADAL

I arrived at the Library as director of preservation in 2017. Shortly thereafter, the Collections Management Division joined the Preservation Directorate. The division oversees inventory control, collections security and space management for tens of millions of collection items across the Library's Capitol Hill campus and its off-site facilities.

Soon, I learned the division was in very capable hands with Steve Herman as its chief and Rohn Roaché as assistant chief. This month, both are retiring after working together for 40 years on projects large and small.

It is hard to put into words how much Steve and Rohn accomplished on a daily basis for the Library. Their work often seems to have an extra "0" attached: 20,000 shelves to install, 50,000 containers to process, 400,000 books to relocate. They have routinely handled literal truckloads of materials that most of us never think of.

Working with Steve and Rohn gave me something more than enormous spreadsheets to worry about, though. It gave me a lot of laughs, for one thing, because they're just good people and good fun. But it also gave me a unique and valuable window into the history and traditions of the Library, which has its own special challenges in every area of collections management.

Our operations at our off-site storage facilities in Fort Meade and Cabin Branch, Maryland, for



Shawn Miller

The Collections Management Division sorts and reshelves more than 1,000 volumes a day when the Library is open to the public.

example, are only growing in their importance to the Library's work. And we will soon be reinventing our Capitol Hill services to take place in new spaces – some of the spaces we now occupy are needed for the new visitor experience the Library is developing. As we take on each of these changes, we are exploring the training and technology that will enable staff to excel for a long time to come.

As Steve and Rohn depart, I want to call attention to an aspect of their contribution that is related to staff excellence: their commitment to the people who make the Library's mission come to life.

Under their leadership, the division (and its earlier incarnations) has been a ladder of opportunity and an engine of diversity for this agency. They have put hundreds of people on the first rung of a career in government and in the Library. In turn, those people have climbed to every level of this agency. I think that is the proudest legacy of Steve and Rohn's work, and it is one that I am personally committed to preserving.

When you bump into Steve or Rohn around the District, Maryland or Virginia, I hope you will crack a couple jokes with them and join me in gratitude for their decades of honorable service. ■

MASKS NOT OPTIONAL IN LIBRARY BUILDINGS

As more staff are returning to work on-site in Library buildings, the Health Services Division wants to emphasize the importance of the Library's policy on wearing masks: <https://go.usa.gov/xGWss>. They are not optional when staff are in any Library building.

Staff must wear a barrier mask or cloth face covering (<https://go.usa.gov/xGWHq>) over both their noses and their mouths when they arrive at a Library building; when they are in common areas, such as bathrooms, hallways and elevators; and any other time they are not able to maintain at least 6 feet of distance from others, including outside Library buildings.

Questions? Contact the Health Services Division at hso@loc.gov or (202) 707-8035.

KEN BURNS PRIZE, CONTINUED FROM 1

NYPD operating procedure: Issue an ultimatum and then assault the store with deadly force despite hostages trapped inside.

The NYPD tasked Harvey Schlossberg, an officer with a doctorate in psychology, with de-escalating the situation. Schlossberg's emphasis on communication and de-escalation put him at odds with powerful NYPD superiors but helped stave off a bloodbath.

“‘Hold Your Fire’ is an extraordinary examination of policing in America,” Burns said. “As we find ourselves in the midst of reexamining the relationship between police and communities of color, this film resurfaces a critical moment in that history. I applaud Stefan and his producers Amir Soltani and Tia Wou for their masterful work.”

Established in 2019, the Library of Congress Lavine/Ken Burns Prize for Film is an annual prize that recognizes a filmmaker whose documentary uses original research and compelling narrative to tell stories that touch on some aspect of American history.

Earlier this year, 151 films were submitted for consideration. A committee from Florentine Films, the documentary production company Burns co-founded, and expert staff from the Library's National Audio-Visual Conservation Center reviewed the submissions.

Six finalist films were then considered by a national jury including



Courtesy of "Hold Your Fire"

A scene from “Hold Your Fire,” directed by Stefan Forbes.

Edward Ayers, Andrew Delbanco, Rachel Dretzin, Dawn Porter and Elizabeth Coffman, the inaugural recipient of the Library of Congress Lavine/Ken Burns Prize for Film. In consultation with Burns, Hayden selected the winning film.

The Better Angels Society has supplemented the Lavines' award by providing additional awards to the prize finalists. The runner-up film, “Cured,” directed by Patrick Sammon and Bennett Singer, was awarded \$50,000. “Cured” tells the

story of activists who challenged the classification of every gay man and woman as mentally ill. Grants of \$25,000 were awarded to the remaining four finalist films.

The Library of Congress Lavine/Ken Burns Prize for Film is made possible through a generous donation by Jeannie and Jonathan Lavine. The Crimson Lion/Lavine Family Foundation supports organizations that strengthen society through education, research, innovation, public policy, direct service and advocacy. As more Americans learn history by watching historical documentary films, the foundation makes possible the Library of Congress national prize with The Better Angels Society. ■

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ARCHIVAL PROCESSING, CONTINUED FROM 1

collection was about 75 percent completed and could be finished fairly quickly, contributing to arrearage-reduction goals.

Other collections selected to resume on-site processing included those of notable figures such as photographer Toni Frisell, composer Henry Mancini, jazz bassist Charles Mingus and journalist Hedrick Smith, along with the collections of others whose names may be less familiar even though they made significant contributions to an array of fields: microbiology, law, real estate.

“Arrearage reduction is a priority for the Library,” Michelle Light, SCD’s director, said. “Staff who have come back to resume archival processing projects are performing a type of mission-critical work that can only be executed on-site.”

Arrearage reduction – defined as organizing and describing unprocessed archival collections to make them available to users – has long been a major focus for the Library given its enormous acquisitions, but especially so since fiscal 2019, when the Library received a \$4 million appropriation for this purpose.

Unsurprisingly, goals had to be adjusted downward for fiscal 2020 because of the pandemic – most of SCD’s staff worked off-site for four months or more this year. Yet the directorate closed out the year by reducing the overall arrearage by 1.3 million items, a substantial milestone toward getting important new materials into researchers’ hands.

“I’m very proud of what we’ve accomplished,” Light said.

Eric Peich, the P&P archivist who led processing of the Angel Collection, said he and his team had fully rehoused collection materials and prepared them for off-site storage by the end of the fiscal year. In addition, they scanned more than 1,000 Rizzuto prints, for which item-level catalog records will be

available in the next few weeks. Contact sheets will also be ready for browsing in the P&P reading room when it reopens to researchers, he said.

While Peich and his colleagues finished the Angel Collection, a team in the Manuscript Division resumed work on David S. Tatel’s papers. He succeeded the recently deceased Supreme Court Justice Ruth Bader Ginsburg as a judge for the U.S. Court of Appeals for the District of Columbia. The court is considered by many to be second in prestige only to the Supreme Court.

Before maximum telework kicked in, a team of three had processed about a quarter of the collection – 50 boxes out of 199. When its members returned in June, they worked staggered schedules to allow for social distancing – a requirement established by the Library’s Health Services Division to ensure workplace safety during the pandemic. The arrangement made communicating somewhat of a challenge.

“In the past, you could walk over and discuss an issue with someone,” senior archives specialist Connie Cartledge, the team leader, said. “Communication is especially important when processing judicial collections due to their complex nature and special rules about citing cases in a finding aid.”

To ease communications, the Manuscript Division purchased three dry-erase boards on which staff can leave messages; teams use email and the phone as well.

Although Tatel’s papers were not completed by the end of the fiscal year, the team has made good progress, Cartledge said. “We have processed approximately two-thirds of the collection, leaving one-third to complete.”

Real estate executive Roger L. Stevens was the founding chairman of the Kennedy Center and the National Endowment for the Arts. His collection in the Music Division consists of professional and personal papers, including correspondence with Jacqueline Kennedy Onassis and materials related

to the creation of the musicals “Annie” and “West Side Story.”

A team of four had just formed to work on the collection and presented an initial processing plan to supervisors when maximum telework began. From home, team members established communications practices and carried out research to move the project forward.

“We continued to meet weekly through virtual platforms, discussing various aspects of Stevens’ work and sharing what we learned,” archivist Morgen Stevens-Gorman said.

The rapport the group developed online paid off when on-site operations restarted.

“Getting to know each other as we got to know Stevens made four strangers into a strong team that is able to work more smoothly through technical challenges and scheduling hiccups,” Anita Weber, another archivist on the team, said.

Processing continues on the Stevens collection, but good progress has been made. The team anticipates completing work on the collection next year.

“Staff have demonstrated immense creativity and resilience in adapting their work to process productively and safely in this new environment,” Light said. “All of the enhanced communications, planning and other efforts completed during telework have laid a strong foundation for success in the upcoming fiscal year.” ■

DID YOU GET YOUR FLU SHOT? IT’S NOT TOO LATE!

Oct. 28

Jefferson Building
Carriage Circle (drive through):
9 a.m. to noon

Madison Building Mumford Room:
1 to 4 p.m.

Sign up: <https://www.signupgenius.com/go/LOCFluShots>