The Indiana County Historian Program

Training Module 1: Program Overview

County Historian Program Overview

- The County Historian program Logic Model
- The County Historian Guide
- The Job Description and Key Responsibilities
- Standards of Conduct and Code of Ethics
- Appointment and Retirement Procedures
- County Historian Mentors
- Recording Contacts
- Surveys and Reports
- Additional Resources

WE DO HISTORY. INDIANA HISTORICAL SOCIETY
A Brief History

In 1981, through an effort to improve the historical communication network in the state, the Indiana Historical Society and the Indiana Historical Bureau established the Indiana County Historian Program.

The Logic Model

<table>
<thead>
<tr>
<th>Resources (IHS and IHB)</th>
<th>Activities (IHS and IHB)</th>
<th>Outputs (What did we do?)</th>
<th>Outcomes (What effect did we have?)</th>
<th>Impacts (What difference did we make?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing</td>
<td>Appointments and Retirements</td>
<td>County historians:</td>
<td>County historians:</td>
<td>The program is stable and showing clear impact across the state.</td>
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<tr>
<td>Funding</td>
<td>Training</td>
<td>• Have the training and resources they need to do the work.</td>
<td>• Occupy a position of trust in each county.</td>
<td>Knowledge of local history and available resources is broadly disseminated throughout each county.</td>
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<td>Resources and office supplies</td>
<td>Roundtable and meetings</td>
<td>• Attend meetings when able to share ideas.</td>
<td>• Are regularly helping individuals to connect with local and statewide history resources.</td>
<td>Local history organizations in each county are strong, networked, and collaborative.</td>
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<tr>
<td>Web and e-newsletter service platforms</td>
<td>News updates</td>
<td>• Are encouraged to undertake county-wide collaborative activities.</td>
<td>• Are working to preserve and share local history.</td>
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<td></td>
<td>Supplies provided</td>
<td>• Are tracking contacts regularly.</td>
<td>• Are aware of trends in the field.</td>
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<td></td>
<td>Guide and requirements</td>
<td>IHS and IHB are in regular contact with county historians, and measure the success and impact of the program.</td>
<td>• Are actively helping local history organizations to network and collaborate.</td>
<td>Strong ties exist between IHS/IHB and local history communities.</td>
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<td></td>
<td>Additional support as needed</td>
<td></td>
<td>• Provide resources and updates for IHS and IHB.</td>
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</table>
The County Historian Guide

The Job Description

Why we need a job description:

- Define the purpose of the program.
- Clarify roles and responsibilities.
- Share details about the position.
- Information for new nominees.
Key Responsibilities

• Respond to inquiries.
• Maintain connections with all local history organizations in your county.
• Research as needed (but not required to fulfill research requests from the public).
• Maintain connections with IHS and IHB.
• Attend meetings when possible.
• Keep records.
• Other duties.

Key Responsibilities: Responding to Inquiries

Providing customer service and connecting people with resources.

Some Tips:
• Keep an eye on your spam/junk mail.
• Respond promptly; if you need some time to find an answer, give the person an approximate idea of when you will respond.
• Listen and take notes.
• Be honest if you don’t know the answer.
Key Responsibilities: Connecting with Your Community

- Get to know all of the history organizations in your county, as well as libraries and archives.
- Keep up with what is happening in your area and network with local government, businesses, etc.
- Consider what resources you can provide and what your community might need from you.

Key Responsibilities: Promoting Communication

Encourage the history organizations in your county to connect.

Tips for promoting communication:
- Be patient and build trust over time.
- Consider common goals, shared values, and audience needs.
- Demonstrate the benefits of communication.
The Job Description

Qualifications:

• Well-acquainted with and interested in local history.
• Available for contact and travel within the county.
• Willing to learn.
• Courteous and professional.

Term of Appointment:

• 3 years; may be reappointed.

Time Commitment:

• Minimum 1 hour per week. (approximate)

Support and Benefits:

• Resources available.
The Standards of Conduct

- Aligns with our HR practices and volunteer guidelines.
- The elements of customer service and commitment to the program.

The Code of Ethics

- Aligns with national standards for the practice of history.
- Serving the public trust.
- Shared values of trust and integrity, how to navigate sensitive issues, and avoiding conflicts of interest.
Appointment and Retirement Procedures

• Established three-year terms.
• New County Historian Emeritus program.
• New County Historian Mentors program.

County Historian Resources

• Materials
• IHS Membership
• E-Newsletters
• The County Historian Facebook Group
• Lending Resource Center
• Trainings
Recording Contacts

![Recording Contacts Table]

Surveys and Reports

- The Annual Survey
- Biannual Report

![Surveys and Reports Image]
Indiana Statewide Organizations

- Organized alphabetically by organization.
- Organization type and description.
- Links to important pages.

Indiana Archives and Records Administration (State Agency)
www.in.gov/ar
Manages the Indiana State Archives, along with Records and Forms Management and the State Imaging and Microfilm Laboratory, also find information on the Oversight Committee on Public Records and the Indiana State Historic Records Advisory Board.
- Indiana records for marriages, births and deaths, adoptions, naturalization, military, court, department of correction, land, government, and other topics – www.in.gov/ar/3192.htm
- Conservation Lab provides on-site disaster assistance and training – www.in.gov/ar/3354.htm
- Records Retention Schedules – www.in.gov/ar/3266.htm

Indiana Arts Commission (State Agency)
www.in.gov/arts
Provides leadership for & public stewardship of artistic resources for Indiana’s citizens and communities.

Online Directory
https://indianahistory.org/across-indiana/hometown-resources/find-who-you-need-by-county/
Research and History Resources by Topic

- Appraisals
- Archives and Public Records
- Building Preservation and Historic Sites
- Cemeteries
- Collections Preservation
- DEAI
- Folklore
- Funding Sources
- Genealogy
- Historical Markers
- History and Research
- Museum and Historical Society Resources
- NAGPRA
- Newspapers
- Oral History
Thank you!

Questions?

Indiana Historical Society (IHS)
A private nonprofit organization.

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Indiana Historical Bureau (IHB)
Division of the Indiana State Library, a state agency.

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