

Heads of Special Collections Common Knowledge Group

1. Summary and Scope of Work

This CKG is a standing group of experts and pioneers in the area of administration of special collections and archives. This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services.

Heads of Special Collections (HOSC) is a standing group of Special Collections department heads representing the “management knowledge-base” of the University of California Special Collections. The Heads of Special Collections serve as experts in the management, collection development, special project development, grant development, cataloging (including creation of finding aids), and digitization of special collections materials. HOSC CKG connects with and facilitates communication with CKGs and other groups in the University of California relevant to our areas of expertise.

The Heads of Special Collections provide a forum for the specialized knowledge base of Special Collections management, collection development, rare book, manuscripts, photographs, and University Archives (when included in Special Collections). Closely related to the special collections departmental strategies are the University Archivists, Archives Toolkit/Space working group, the Born Digital Common Knowledge Group, and the University Archivists.

3. Key Expectations

This CKG will:

- Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments within a defined knowledge area.
- Provide input and information to other UC Libraries groups as requested.
- Conceive and advance innovative ideas and improvements relevant to the UC Libraries’ Systemwide Plan and Priorities.
- Respond to queries and requests received from DOC, CoUL, and other UCLAS groups.
- Receive and discuss ideas from various UC constituents and potential for new systemwide services and/or service improvements.

Discussions and projects might include but would not be limited to:

- Collection Development—to identify strengths in each UC Special Collections and discuss common interests. Encourage the sharing of information.
- Reference service and the UC Special Collections Interlibrary Loan initiative. Discuss improvement of reference, ILL and document delivery services. (Recent example: such as the review of Aeon—a common Special Collections patron reference service check in, duplication ordering system, and circulation system).
- Preservation and conversion of historic formats to modern (digital) formats.

- Cataloging of unique resources—projects to make hidden collection accessible and expedite cataloging through the use of efficient processing).
- Technologies or practices (such as the implementation of Archives Toolkit/Archives Space and implementing the Guidelines for Efficient Processing; development of historic format conversion laboratories).
- Digitization projects across the UC.
- Joint grants to be developed through the Special Collections departments or through the California Digital Library (such as the CLIR Environmental collections grant or Cal Cultures).
- Discussion of other project opportunities and new services.
- Discussion of local campus developments within the area of special collections.

4. Membership and Terms of Appointment

Membership:

Membership includes Heads of Special Collections representing the 10 campuses' departments/units/divisions of Special Collections, as well as related ex-officio members from the California Digital Library and other representatives as invited by the CKG. Chairs will rotate through membership listed below, alphabetically by campus, with terms starting July 1 and ending June 30.

- Peter Hanff and Elaine Tennant (Berkeley)
- Daryl Morrison (Davis)
- Audra Eagle Yun (Irvine) – Chair, term ending June 30, 2017.
- Susan Parker (UCLA)
- Emily Lin (Merced)
- Cherry Williams (Riverside)
- Lynda Claassen (San Diego)
- Polina Ilieva (San Francisco)
- Danelle Moon (Santa Barbara)
- Elisabeth Remak-Honnef (Santa Cruz);
- Ex officio: Adrian Turner (CDL); Catherine Mitchell, (CDL)

Term-length for the Heads of Special Collections members and chair

Chair, 1-2 years. Members -- indefinite dependent on position as head of a UC Special Collections; ex officio representative(s) from the California Digital Library as appointed by the chair.

5. Communication and Meetings

This CKG's communication responsibilities are to:

- Maintain an email list for use by the CKG; CKGs with open membership will maintain lists open to all interested UC Libraries staff.
- Post and maintain a historical record of meeting minutes and reports, accessible to all interested UC Libraries staff.

This CKG will communicate regularly through these forums: email listserv, wiki, quarterly phone meetings, and annual/bi-annual in person meetings.