

University of California Archivists Council

Meeting Minutes, December 8, 1998

Members present: Sid Berger (UCR), Rita Bottoms (UCSC), C. Brown (UCLA), R. Chandler (Convener, UCSF), D. Day (UCSD/Scripps), J. Dooley (UCI), W. Roberts (UCB), J. Skarstad (UCD), D. Tambo (Recorder, UCSB)

1. Minutes from the UCAC meeting of April 29, 1998 were approved. A discussion ensued on the need for follow-up on action items.

2. Round robin from the campuses. Reports from the individual campuses took a good deal of time, while members trickled in, in spite of the power outage and traffic snarls [suggest we submit these via email in the future, to save time].

3. New business

a. CDL digitization. There was a summary of discussion from the previous day's Heads of Special Collections meeting, noting the focus on Californiana, especially visual materials. Discussion focused on ideas within a University Archives context, and included:

- 1) Top 100 pictures/images for each campus.
- 2) Regents minutes (UCOP already looking at this?).
- 3) Presidential inaugural speeches/addresses.
- 4) Presidential reports (these are published).
- 5) Yearbooks - everybody's, especially recent ones.
- 6) Course catalogs (huge project)
- 7) Student newspapers (many on film, easy to scan).
- 8) Early seminal/high spot documents.

There also was discussion regarding selection criteria such as user needs and what is useful to individual campus university archives, and ties to what John Douglass is doing.

b. OAC Multiple Views. Discussion included the following points:

- 1) Broad Subject Access [see the CDL Directory - Topic Vocabulary (Draft) web page printout] and where university records fit in.
- 2) Need to search by subject as well as by repository.
- 3) CDL browsable subject structure - need for OAC, when indexing, to fit into the same structure.
- 4) Metadata group recommendations that we use CDL guidelines for tagging.
- 5) Need to provide index terms soon [to whom?].

c. NSF grants. Discussed the possibility approaching NSF for processing/access grant involving university archive materials. Deborah Day knows the person at NSF who is responsible for these grants and preliminary conversations suggest this may be a possibility. Deborah will pursue further [did we decide that there wasn't enough lead time during the course of this meeting, or was that later?]

4. Old Business

a. Core Records. Accepted latest version from Bill. [Note that at the 4/28/99 meeting we discussed merging of placing these as an appendix to the Collection Development Policy].

b. Update of request for UCAC official status. SOPAG is considering the request, as per message from Phyllis Mirsky, our SOPAG liaison.

c. Review of Collection Development Policy. Discussed the policy; further revisions to be brought to the 4/28/99 meeting.

d. Gifts-in-kind. Jackie sent guidelines document to Geoff O'Neill, UCOP Counsel, for review to consider for systemwide policy for HOSC/UCAC.

e. Templates. Come up with core wording to use on our MARC records [see Charlotte's email message of Dec. 2, 1998 for discussion of the issues, mostly involving 540 and 6xx fields].