

UC Heads of Special Collections

Minutes

May 6, 2013

10:00 a.m. to 3:00 p.m.

Special Collections, University of Santa Cruz, Santa Cruz, California

HOSC Members Present:

Daryl Morrison (Davis; chair); Peter Hanff and Elaine Tennant (Berkeley); Audra Eagle Yun (Irvine), Tom Hyry (Los Angeles), Emily Lin (Merced), Melissa Conway (Riverside), Lynda Claassen (San Diego), Polina Ilieva (San Francisco), David Seubert (Santa Barbara), Elisabeth Remak-Honnef (Santa Cruz); **Ex officio:** Adrian Turner (CDL) via Skype **Requested invitee:** Heather Christianson, (CDL) via Skype.

Not present: Ex officio members: Catherine Mitchell, CDL; Jim Dooley, CDC Liaison

1. UC Libraries Advisory Structure Modification Project

<https://wiki.library.ucsf.edu/display/AdvisoryStructureRedesign/UC+Libraries+Advisory+Structure>

- Discussion of HOSC's place in the organization structure and connection to other groups (CDC/ Archivists Council).
- Daryl Morrison indicated that our likely place would be as a Common Knowledge Group. The February 11, 2013 letter from Daryl to Sharon Farb, CDC chair outlines our thinking.
- Daryl indicated her understanding that there is a desire to be more project-oriented, groups are formed and disbanded.
- We still need to know the process to set up as a Common Knowledge Group. Reorganization is to happen on July 1.
- Common Knowledge Groups can be self-forming. Groups can have multiple representatives from each UC. There should still be a close connection to groups that might have reported to HOSC, such as the Archivists' Toolkit/ArchivesSpace Users Group and any newly formed Common Knowledge Groups or Project Teams -- e.g., an interest group formed around Born-Digital collection issues.
- Impression that Aeon was CDC decision without much input from HOSC; but others have impression that this was based on lack of interest from UC campuses.
- Waiting for further instruction re: steps for establishing ourselves as a Common Knowledge Group.

ACTION: Daryl to revisit letter to CDC and reiterate that HOSC should continue as an entity as a Common Knowledge Group.

2. Digital Projects, systemwide support.

- Discussed opportunities to collaborate on digital projects: grant-funded, vendor-related, or in-house business models (Heather Christiansen of CDL via Skype).
- Review of CDC list of digital projects relating to Special Collections.
- CDC requests common themes that would lend themselves to collaborative projects.
- CDC wants HOSC's perspective on Special Collections related listed projects.
- CDC will come back to the report around 5/24/2013.
- Comments that the report is not as comprehensive and could be enhanced/refined. Some Special Collections were not surveyed or projects listed are now completed.
- Look at themes identified in the report, actual list of collections -- do these make sense?
- Heather Christianson suggests project teams that can flesh out some of these themes, collaborative projects. Possible thematic group projects mentioned included Food and Wine or Agriculture.
- Elaine Tennant: What does collaborative project mean? Are vendors coming on site? Are we shipping someplace?
- Heather: Both ProQuest and Reveal were open to working on-site for digitization; ensuring that digitization is standardized.
- Smithsonian model: Look at all collections writ large to establish baseline; to know what is digitized, what's left, what people are interested in.
- Heather: Requesting general impressions of the list and project
- Polina Ilieva mentioned the Google Books project and Hathi Trust. She had a project to digitize campus yearbooks.
- Elaine: How does this take pressure off of UCs in writing grants? What role can CDL play?
- Daryl Morrison mentioned the Calisphere Ethnic Collections and the CLIR grant on environmental history collections organized by CDL as model of group projects.
- Melissa Conway: Existing chart/proposal is too ambitious

- ACTION ITEMS: Each UC Special Collections to review list; verify and add projects that would come from your department. Daryl will connect with CDC indicating HOSC's continuing interest in digitization projects and group grants, but a project to outline potential group projects of interest to Special Collections will take some study and action teams. Heather to report to Sharon Farb on the conversation. (CDC meets on May 24, 2013).

3. UC Born Digital Planning Group discussion

- Opportunities to collaborate on building expertise & infrastructure to handle born digital holdings (Tom Hryy, Audra Yun).
- Tom: UCI leading role; UCLA very committed to this.
- Complicated, costly, still new but the time has arrived -- we can learn a lot by collaborating versus going at it alone.
- Several campuses still need to be contacted about the status of Born Digital in Special Collections.
- Polina Ilieva and Daryl Morrison mentioned scientific data curation sets being discussed on their campuses.
- Tom: data world has shifted. We need an inclusion of digital format surveys during donor discussions.
- Concern about digital records that are being lost and that many Campus Records are now only born digital records.
- We collect regardless of format; appraisal, assessment still relevant. Special Collections need to take an active role in the discussions and leverage an action plan. UCLA/UCI considering a grant.

- Born Digital could likely be a Common Knowledge Group -- and/or particular initiatives could be implemented through a Project Team (e.g., grant-funded assessment/survey of born-digital holdings)
- Discussion of FRED (Forensic Recovery of Evidence Device) system and possible collective approach for FRED system(s).
- Adrian Turner: This group's work should be floated up to higher levels, to inform CDC and relevant, forthcoming new UC Libraries Advisory Structure groups, etc.; useful to situate born-digital collections management as a priority
- A wiki space is being developed for further discussion.

- Notes for Born Digital Planning Group: Audra will bring our comments back to the UC Born Digital Planning Group. Solicit information from all campuses; bring UCs together in wiki space to move forward with this as a priority. Continue to communicate with HOSC.

4. Aeon Proposal Update (Committee members; Lynda Claassen)

- Aeon sub-committee report will be submitted to CDC. Four campuses are ready to negotiate a contract. The campuses will handle the Aeon licenses individually rather than as a single Tier 2 negotiation in order to better accommodate local needs. If individual campuses move forward with Aeon on their own, CDL will receive a copy of any license and/or subscriber agreement that is inked.- Offered a 5% discount but are looking for a 10%. Costs were too high for some campuses. There was not a very good cost incentive for all 10 campuses.
- Beth Remak-Honnef mentioned she recently learned from Christian Dupont that some features of the services offered (reference statistics system) would now require an extra fee.
- Discussion on how campuses manage reference stats, creating a database of reference transactions.
- Tom Hyry: Can we consider our own system for the UCs? Discussion that in the long run it could be as costly.
- User interface is the biggest benefit, improving security, a UC centralized resource.
- A few campuses might lead out and then others contract with Aeon later.
- Lynda will send report on the Aeon investigation to HOSC and CDC. Campuses actively interested will negotiate.

5. Archivists' Toolkit/ArchivesSpace Users Group and Record Express (Adrian Turner to report) Guidelines for Efficient Archival Processing (Audra Eagle Yun)

- Archivists' Toolkit end of life is September 2012; CDL is gathering information about ArchivesSpace service provider membership and hosting options with Lyrasis. Exploring providing hosting services, as this may still be helpful for UC campuses. Also exploring migration paths (from existing hosted AT instances to ArchivesSpace).
- \$15k for CDL to be a member at the level of a "service provider"; provides some of the same benefits as individual memberships -- e.g., can participate in a technical subcommittee, gain access to technical support and documentation, etc.
- If the CDL didn't become a member at the service provider level, it isn't prohibited from providing hosting services (to individual institutions, whether members or non-members) -- but CDL wouldn't get any of the paid member benefits. Also, individual institutions that are non-members wouldn't have access to any of the paid member benefits.
- If CDL becomes a service provider member, Adrian doesn't envision that CDL would charge campuses or non-institutions that are using CDL hosting services; this is part of the larger set of questions factored into exploring service provider and hosting options

- Archivists' Toolkit end of life is September 2012; assuming that CDL hosts ArchivesSpace, it will be providing a plan and level of support for migrating existing hosted AT instances. Migration tools are being created by the AT and Archon developers, to help users transition instances to ArchivesSpace.
- Tom Hyry: ArchivesSpace as part of a maturation process, professionalization.
- Charter membership (for individual institutions) allows for early access to migration tools; they can have a role in technical development and governance, etc.
- Reviewed Archivists' Toolkit User Group minutes of their first phone meeting; see report filed by Eric Milenkiewicz (Chair of the User Group)
- Adrian also reported on Record Express: PDFs are now full text indexed.
- CDL is aware of other use cases for publishing PDFs (with full text indexing) of legacy box lists, inventories, etc. in OAC -- e.g., UCB use case for attaching PDF inventories to MARC collection-level records. Another example is linking PDFs to existing EAD finding aids. Would eventually like to address these kinds of use cases.
- Audra reported on **Guidelines for Efficient Archival Processing**: ideally we'd like to have more case studies. They could be added to the HOSC website.
- Polina Ilieva: Will wiki space work for putting in case studies? Can post and have discussion; Daryl suggested soliciting examples of case studies from the UC Archivists' listserv.
- Michelle Light, Jillian Cuellar, and Audra Yun presented a session at the Society of California Archivists SCA on the **Guidelines**; a lot of interest.
- Audra wrote case study for forthcoming Dan Santamaria book on more efficient archival processing; included **Guidelines** link.

6. Website for HOSC (Polina Ilieva)

- Updates have been done; Polina asked if there are any new updates needed?
 - Also need to update the list of Interlibrary Loan contacts in Special Collections.
 - List out our interest groups/informal groups: Archivists' Toolkit/ArchivesSpace; Born Digital etc.
- ACTION ITEM: Need to add major collecting areas for each UC; Lynda Claassen will gather the information and send to Polina for the website.**

7. Student Engagement with Special Collections and Archives (Emily Lin)

- Emily expressed a need for UC Merced to have examples of Special Collections materials for undergraduate classes.
- Ideas on how to engage with collections in other UCs.
- Elaine Tennant: Can UCs offer grants, funds to help get UCM students to other campuses for research?
- UCM is creating a humanities research center, still being defined.
- Beth Remak-Honnef: What about a traveling box? A "road show" set of materials.
- Elaine: Development of a UC course on evaluating digital, physical Special Collections materials? Perhaps a building on the Merced campus can have a very secure traveling exhibit space.
- HOSC members can send instructional materials to Emily; should be shared via the wiki.

8. 2013/2014 goals

- Daryl indicated that we may not be required to create annual reports, but she will still summarize our activities this year for our website. We will continue to create goals as a Common Knowledge Group.

9. Next Meeting: October, phone meeting

- Next meeting will be a phone meeting on October 7, 2013.
- Tom Hyry UCLA is the incoming chair beginning in September. (The rotation is skipping UC Irvine since there is a new acting head, but may sequence back to Irvine next).
- Adrian Turner: Looking ahead to the new UC Libraries advisory structure: may offer some new opportunities to develop and move forward projects around HOSC priorities.
- David Seubert: Discussion about place of affiliate libraries on campuses with Special Collections.

Round Robin reports from each campus followed. Meeting adjourned at 3:00 p.m.

There was a tour of Special Collections stacks and Dead Central, the Grateful Dead exhibit hall.

Minutes by: Audra Eagle Yun (UCI) and Daryl Morrison (UCD)