

## Heads of Special Collections -- HOSC

December 6, 2004  
UC Riverside  
Rivera Library

Attending: C. Bunting (SC), L. Claassen (SD), M. Conway (R.), J. Dooley (I), C. Faulhaber (B), E. Lin (M), L. Mix (SF), D. Morrison (D), V. Steele (LA), D. Tambo (SB)- Chair.

### 1. Goals and Objectives

Members reviewed and provided updates on HOSC's 2004-05 goals and objectives as submitted to CDC.

#### o Shared Interests

##### a. UC Library Privacy Liaisons

Morrison, as UCD's privacy liaison, referred the group to the document held at <http://libraries.universityofcalifornia.edu/privacy/>, and reported that the UC Library Privacy group wants HOSC to review University records and retention periods for records that are kept by special collection departments. HOSC members reported that donor records are kept in perpetuity; reader/patron records are kept in variant form (electronic and/or paper) and retention ranges from five years to an indefinite period of time.

##### b. OAC Task Force

Faulhaber noted the lack of activity of the OAC Task Force. Other members confirmed that there appears to be a mix of activity in the other OAC working groups.

**Action item:** Tambo is to contact Robin Chandler to express HOSC's continued interest in policy making activities of OAC groups as these policies directly affect and impact special collections.

##### c. UC Archivists Council

Members who hold joint HOSC and UCAC appointments discussed recent activities brought forward at the UCAC annual meeting held last October, including e-dissertations. Members found it advisable to link [UCAC minutes](#) to the HOSC website.

##### d. Melvyl Cataloging Issues

Tambo shared a UCSB cataloging colleague's concern that several fields used in archival cataloging (i.e., 561 provenance, 351 organization, 524 citation, 540 terms governing use) though available in MARC display were unavailable in Melvyl full display.

**Action item:** Claassen is to ask UCSD's archive cataloger to verify if Melvyl full display lacks archival fields and to report results to HOSC. If the display is missing then Tambo is to contact HOTS chair Gail McClenney regarding possibilities of "turning on" fields in Melvyl display. Members then embarked on discussion on tools and other mechanisms to establish links between Melvyl records and OAC finding aids.

##### e. Other UC Committees

Members discussed the activities of other UC committees who are charged with "sharing", including UC Libraries Shared Print Collections directed by Nancy Kushigian and the Digital Preservation Program headed by Patricia Cruse. Some

members thought it would be advantageous to ask Cruse to speak at a future HOSC meeting (perhaps the next conference call) regarding persistent archiving potential and capabilities of the UC Libraries Digital Preservation Repository. HOSC members expressed the desirability of having its web page linked to [CDL archival preservation pages](#); see also PAG's "Links of Interest" which includes the CA. Preservation Clearinghouse site.

- o **Shared Collections**

- a. Task Force on ILL Issues

Claassen distributed the final approved ACRL "Guidelines for Interlibrary Loan of Rare and Unique Materials" (See C&RL News October 2004) and asked HOSC members to familiarize themselves with them. Members discussed the advisability of establishing a better lending message on Melvyl regarding special collections material and the possibility of suppressing some lending codes. Bunting, Claassen and Morrison are to serve on the Task Force on ILL Issues; activity will begin in the new year when this group is first convened.

- b. Joint Ownership of Collections

HOSC members were unable to identify any collections truly own jointly (beyond items originally purchased within UC's Shared Purchase program.) There was general discussion on the RLFs and mention was made of the Cal Cultures program.

- o **Access Issues**

- a. Collaborative Initiatives

Members discussed collaborative initiatives undertaken, including UCLA's new Center for Primary Research and Training where graduate students are paired with collections that need processing assistance. Steele shared the newly produced program brochure and outlined the program's many benefits. Claassen noted San Diego's efforts to have graduate students provide content for web pages and conduct cataloging. Faulhaber described recent activity with NEH grants to secure temporary librarian assistance.

**Action item:** Tambo is to construct a HOSC survey (based on the ARL survey questions) so as to determine if there are similarities in backlogged processing priorities. The exploration of a possible NEH grant to address the most pressing processing needs in specific subject areas could follow.

Faulhaber announced that a demo is to be made at UCB on the afternoon of Thursday Feb. 17th of the Kirtas Book Digitizer that carefully expedites the scanning of bound pages and allows for greater possibilities in sharing digital resources.

- b. HOSC Web Site

**Action Item:** Mix as the HOSC web manager, is asked to create links to: UC Archivist Council's site, UC Preservation Access Group's site, the UC Records Management Committee, RBMS, ARL, to add HOSC's goals, objectives, and mission statement to the site, and to link to the individual web sites of each UC Special Collections department/library.

- o **Planning**

- a. Clarification was made that HOSC is a Common Interest Group (CIG), reporting to CDC which is an All Campus Group (ACG.)

**Action item:** Tambo is to make inquires as to which CDC member is our liaison now that Iannuzzi has resigned.

b. General discussion followed on the use of special collections during instructional assignments.

c. Further discussion followed on the digitization and commercial use of special collection resources (note UCB Bancroft's store and see [zazzle.com](http://zazzle.com).)

d. Members also discussed various practices followed in the sale or disposal of duplicates and other material, including transfer of materials from one campus to another campus which specializes in that sort of material.

## 2. Updates

Claassen informed members about the creation of the California Rare Book School set to begin in Summer 2006. Faulhaber noted that Bancroft may be closed for a possible period of two years during construction. Conway provided an update on the single leaf manuscript registry which is being hosted on UCR's server. Dooley noted that permission has been given to fill the three recently vacated positions in UCI's Special Collections. Tambo announced that Sam Brylawski, formerly of LC will be engaged with UCSB's Victor discography program. Bunting announced the establishment of an endowment to fund a photographic archivist position at UCSC. Lin provided an update on the progress at UC Merced and highlighted recent activities undertaken to digitize the collection of the **Ruth and Sherman Lee Institute for Japanese Art**.

## 3. Next Meeting

HOSC's next meeting (which will be a conference call) is set for Tuesday May 10th from 10am- Noon.

Submitted by  
Christine Bunting, UCSC

Document owner: Lisa Mix  
Last reviewed: December 17, 2004