Heads of Special Collections -- HOSC

May 8, 2006
10 a.m.
Telephone conference call

Present: C. Bunting (SC) - recorder, S. Davis (for 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.

Absent: L. Claassen (SD)

1. **OAC markup**

   HOSC members reviewed Bancroft Library's proposal for testing its EAD Encoding Services. Given processing backlogs and limited staffing experienced at most campuses, HOSC members favorably responded to the Digital Collection Unit's offer for encoding, production and publishing services that will enable submission of collection finding aids for presentation on the OAC. The Bancroft's DCU would test this service for one year to establish a feasible work plan including recharge methods and to determine the extent of need among UC system repositories. Members noted that pricing seems comparable to other commercial encoding services. Several campuses also expressed interest in creation of METS digital objects which may evolve as a service sometime in the future. Faulhaber was asked to send HOSC members the MS Word Finding Aid template to begin testing the creation of the finding aid for input. Individual campuses with legacy finding aids that could cleanly map to the template should discuss this possibility directly with the DCU. Questions regarding the service should be directed to Mary Elings, Archivist for Digital Collections (melings@library.berkeley.edu.)

2. **OAC - sale of digital objects**

   Faulhaber noted Bancroft's successful relationship with zazzle.com, a commercial company that fulfills the public's requests for reproduction of Bancroft's images in variety of formats (posters, note cards, etc. see **http://www.zazzle.com/Bancroft**.) A percentage of the sale is returned to the Library. Additionally, he noted Bancroft's internal Photo Services also provides reproductions (digital image files, etc.) of Bancroft's pictorial content. Faulhaber asked for HOSC comments on the advisability of imbedding links within OAC's METS digital object records to the commercial and/or UC service sites. Members noted that commercial sites may provide good advertising and offer a service unavailable from internal sources. The precedent of UC exploring a commercial relationship with Hewlett Packard for print on demand e-titles was mentioned. The possibility of referencing commercial or other reproduction services from the first page or introduction of a finding aid (instead of imbedding a link in all individual object records) was also brought up. A recommendation was made to test imbedding UC/Library Photo Service links first and determine its reception before handling commercial linkage. Finally, it was noted that any move to advertising a commercial site from a UC resource such as OAC might be seen as a policy issue and may need to be addressed by library /CDL administration.

3. **OAC/CDL updates**

   No updates were given.

4. **BSTF reports**

   Members commented on how the report had been handled at campus levels. As the report was on the agenda at the joint UL SOPAG meeting (May 4th and 5th) it was decided to wait for the outcome of this meeting before engaging in further HOSC discussion.

5. **Processing backlogs brainstorming**

   Members had read Greene and Meissner "More Product, Less Process: Revamping Traditional Archival Processing" in American Archivist vol.68 No.2 Fall/Winter 2005, and had read the Bancroft Library's written response. Faulhaber noted Bancroft's 20,000 linear foot backlog and its reorganization of technical services. He also noted that Bancroft's new climate controlled facility may provide an opportunity to rethink the way collections are physically preserved. Steele mentioned that a streamlined process for handling faculty papers has been suggested at UCLA. Her Center for Primary Research and Training is providing a cadre of graduate students to undertake processing, which is making a meaningful dent in backlogs. Several other members noted that more thorough processing practices are often a point of pride for staff, and that offering unprocessed collections to the public can affect reference services and have adverse outcomes on public service.

The conference call concluded at approx. 11:00 a.m.. Future planning and follow up will be handled by email.

Minutes submitted by C. Bunting

Document owner: Lisa Mix
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