Heads of Special Collections -- HOSC

Minutes for Conference Call, January 26, 2010

Attending: Christine Bunting (Chair), Lynda Claassen, Melissa Conway, Charles Faulhaber, Genie Guerard Michelle Light, Emily Lin, Lisa Mix.

1. The "UC Library Collection"

Bunting thanked all members who commented on the CDC's concept paper entitled the "UC Library Collection." HOSC's response, compiled by Bunting was submitted to CDC Chair Chuck Eckman for posting on **SOPAG's site** and copied to HOSC members.

2. Next Generation Technical Services Task Force Update

Mix updated the group on activities of the NGTS Task Force investigating UC's Unique Collections, which she chairs. Phase one has been completed and the Task Force has submitted its report. In October 2009 the Task Force conducted a survey to gather data on current practices at each campus and to identify common issues as well as areas for potential collaboration. Mix reported that the survey had yielded good data. Respondents noted the need for increased staffing, the streamlining of processing, and more focused collecting. They also asked for easier methods to get finding aids into the OAC and digital objects into the DPR. Other suggestions were made to share project archivists and catalogers, and to have more centralized assistance in the handling of born digital material. The report will be reviewed by the NGTS Steering Committee and the University Librarians, and then posted to the **public NGTS site**. Phase 2 will begin soon and will outline proposed models. See the **full charge** of the Task Force.

3. Collections Management Tools Update

Bunting gave a report from Rosalie Lack who could not join in the conference call. The DSC has completed its Archivist's Toolkit (AT) pilot and is working towards going live and offering it as a service. CDL will host the server and special collections departments can download the client. Lack will share the timeline for this service with HOSC.

Several other members spoke of digital projects and collection management undertakings, voicing their apprehension and noting frustrations. Concern was raised about born digital material and the fact that capturing and processing it is not a current priority. We have been paying more attention to mass digitization of text on paper. Born digital material created on formats such as floppy diskettes is difficult to recover, the data is transient, and the content is being lost at a more rapid rate than in other (and sometimes older) formats. This is a problem that needs attention from HOSC, UCAC, IT, DLF, CDL, etc.

Members also noted their concern about Archivists' Toolkit and its ability/inability to manage and sustain large data collections. Some campuses are using it as an accessioning tool but not for location management. Concern about the lack of success in importing data from Archivists' Toolkit to web publishing programs such as ContentDM was also brought up. Several members noted their interest in Archon and its potential for creating finding aids.

Members also discussed the development of in-house management tools and collaborations they are pursuing with other institutions. For example, Bancroft is working with the Judah L. Magnes Museum on testing IDEA software used in the Museum's digital technologies program.

4. Loan forms

Guerard updated the group on the soon to be released new version of the Outgoing Loan Agreement Form written and reviewed by the UC Fine Arts Working Group. This form and the loan policies addressed within the document may be useful for those loaning special collections material for exhibition to other institutions. Guerard will post the final version to the HOSC listserv.

5. Campus round robins

Members informed each other of current events and budgetary woes. Several members spoke of on-going or new projects and activities: Merced is collaborating with the City of Angels Camp's Museum in an archival cultural documentation program. UCSF is currently undertaking a digitization project to make its cholera pamphlets accessible. UCR is planning for its annual Eaton Science Fiction conference. UCI is tackling a major critical theory collection of mixed electronic and paper based content. They are archiving the digital content on local D space and exploring how the finding aid should represent physical and online holdings. UCSD is preparing for the campus' 50th anniversary. Many related digital projects are underway including the scanning of student newspapers, oral histories, and press releases which when compiled will become part of a permanent UCSD history site.

Members also spoke of recent grants that have been received and are underway. UCLA is involved in a project entitled "Collecting Los Angeles" using a grant from the Arcadia Fund. UCR, through a Breslauer Foundation Grant has purchased the first edition of H.G. Well's The Time Machine. The Bancroft's Manuscripts Survey Project, funded through Mellon and Gilbert Foundation grants, is now finished and will allow prioritization of processing projects. Bancroft will celebrate its 150th Anniversary with a symposium March 5-6. UCSC mentioned receipt of an IMLS grant to digitize its Grateful Dead Archive and to create a socially interactive web site.

Several members spoke of recent staffing shortages and the use of technical services staff to assist in operations within special collections departments. UCLA expects its new Head of Library Special Collections Tom Hyry to begin April 1st. He will be invited to join HOSC. Genie Guerard was thanked for her able service in representing UCLA while the recruitment was undertaken.

6. Next meeting and housekeeping

The next meeting of HOSC, which will be by phone conference, is scheduled for Monday May 24th from 10:30 to Noon. Bunting will make arrangements. She asked all members to review the HOSC membership information given on **its web page**. She also asked all members to review the contact information for UC interlibrary loan of special collections materials, for possible revision. Current information should be sent Bunting for updating.

Document owner: Michelle Light
Last reviewed: April 2, 2010