UC Heads of Special Collections (HOSC)

Minutes from October 4, 2010 conference call

1. Mechanisms to enable sharing of collection highlights.
   - Christine: We all want to be able to know what kinds of collections we each have. How do we share collection policies and highlights? Lynda: What would be most effective? Christine: I have a web document on UCSC's highlights? Lynda: Should involve collecting strengths, directing donors appropriately. Information sharing. Might be useful to include areas that are dormant as well. Tambo: UCSB has its collection policy on the web as well as lists of important collections. Let's take advantage of existing documentation. Skarstad: UCD has collections materials on the web as well. The UL required about 10 years ago a 1-p. collection policy summary. Faulhaber: Most campuses have some sort of formal collection policy, although it may be more focused than comprehensive. Virtually everyone accepts targets of opportunity. Hyry: We would like to focus our collection policy so that we can become more pro-active in our collecting, e.g., for the history of television. We're drowning in backlogs. Faulhaber: There was a similar effort to coordinate collecting state-wide about two years ago that seems not to have produced anything useful. This was organized by the State Librarian and coordinated by Huntington.
   - Faulhaber offered to collect information and put it into a matrix. He will send out an e-mail to list.
2. Emily / Lisa: Update from the Next Generation Technical Services New Modes of Access Committee.
   - New Modes of Access was one of four NGTS committees. Its report was submitted to ULs 9/10/10. Not ready to say anything until the ULs have had time to review all four reports and accept or reject their recommendations.
3. *Adrian Turner (CDL): Update on Digital Special Collections
   - CDL has been running AWStats, contributor usage stats (finding aids and digital objects -- http://www.cdlib.org/services/dsc/contribute/use.html). This will be replaced by Google Analytics, starting first with Calisphere and then OAC. AWStats is fairly old, and not flexible for reporting. Google Analytics is the *de facto* industry standard, and will provide much more robust and flexible reporting. Some IP anomymizing and policy issues needed to be worked out. It should be up and running by summer 2011. It will overlap with AWStats for a while for comparative purposes.
   - Request to HOSC: If you have MARC records for archival/MS collections you would like to put on OAC, contact Adrian. UCD has already agreed to serve as test. Anyone else who wants to help test this should get in touch with Adrian. The idea is to move away from automated harvesting of records from Next-Gen Melvyl, which has some serious flaws, to a more flexible process whereby repositories can directly submit MARC records. Lynda: Are there guidelines or instructions? Adrian: Yes, we are developing the workflow and the MARC record submission instructions, and will post them for contributors on our webpages. He will re-send the request to the UCHOSC mailing list.
   - Within the OAC Contributor Dashboard, CDL is developing a mechanism to help contributors indicate if they'd like to share their EAD finding aids with OCLC's ArchiveGrid. We will be providing an "opt-in" option -- please stay tuned.
   - Within your OAC Contributor Dashboard (http://www.cdlib.org/services/dsc/contribute/administration.html) there is a new EAD searchbox widget:campuses can embed the HTML code for the searchbox

within a local website. The searchbox will automatically limit to EAD finding aids that are specific to the repository. It can be used in lieu of a simple link to your list of finding aids in the OAC. We plan to take this further using LSTA grant funds to develop another search widget geared toward digital objects with a variety of options. Timeline: summer 2011.

- o Request to HOSC: We would love to hear any kind of marketing stories that feature your content on OAC or Calisphere. Has your repository recently submitted—or are you working on—a particularly interesting finding aid for the OAC? Have you recently processed a new collection or series, or added more detailed description to an existing OAC finding aid? We'd like to feature the collection(s) in our CDLINFO newsletter. CDLINFO goes out through email, RSSS, and Twitter to a broad group of users at UC and beyond. We may also eventually have a rotating link to the articles right on the OAC and Calisphere. Feel free to let us know of any new collections you'd like us to feature -- or feel free to send us any announcements that you're distributing through local channels (which we can re-purpose for distribution through CDLINFO).

- o Within Calisphere we have released a local history map mechanism, mapping images to Google image map locations as precisely as possible. Currently this is focused on specific themes (e.g., transportation) within Calisphere's K-12 framework. It includes Bancroft, UCD, and UCI materials. The mapping was based on metadata and research. Also worked with individual repositories to assist with mapping. Some mappings are approximate -- these are designated as such. Note that we're asking users for feedback -- we'll follow-up with individual repositories to help resolve exact locations, if users note problematic mappings. Skarstad: Is the collection done or can we add materials? Turner: We want to ideally and eventually give contributors tools to directly plot their own additional items to the local history map. Please stay tuned.

4. Disaster plans
    - o Christine: We are about to embark on creation of a new disaster plan for our newly created space. We have received a great response from UCB (Barclay Ogden) as well as useful materials from other campuses.
    - o Tambo: This seems to be something that should go up on the web so that you can have it available for a fast response.
    - o Christine: From Bancroft I found very helpful the whole process of triaging materials, so that you know what to focus on, depending on what kind of disaster one is facing.
    - o Lynda: In our plan we prioritize collections so that we know what to rescue first.
    - o Lisa and Melissa: We took a seminar on disaster planning that was excellent. This is organized by Westpas (Western States and Territories Preservation Assistance Service).
    - o Some campuses have done disaster drills. UCSB and UCSD work with campus authorities.

5. Names of appraisers specializing in, e.g., photography, film, posters, archival collections
    - o Christine: This was my idea. I have lists of appraisers, but I need to update the list and get information about appraisers of specific formats, like music. David: Why not just send out specific requests concerning particular kinds of collections to the UCHOSC list? The overhead of creating and maintaining a list may not be worth the effort.

New business

1. Archivists Toolkit. Archon is planning to submit for a Mellon grant to combine Archivists Toolkit with ArchiveSpace.

Campus round robin

1. Berkeley (Faulhaber): Merger with Magnes Museum 7/1/10; purchase of Mark Twain MSS and 1906 San Francisco earthquake and fire photographs; *Celebrating Mexico* joint exhibition with Stanford; related symposium "Mexico's Unfinished Revolutions" 10/22-23; Mellon survey of archival collections has finished: 93% of the collections have been processed but only 50% of the total linear feet; Operational Excellence is focusing on streamlining the campus bureaucracy: Mark Twain *Autobiography* is in press and will be published next month; Great Libraries of the World DVD on the seismic renovation of Bancroft; Faulhaber retirement 6/30/11

2. Davis (Morrison / *Skarstad): CLIR grant on engineer named Nikola Prokopovich who worked on ground subsidence issues. The search for a new UL continues. California Canners and Growers collection was used by faculty member Carolyn de la Peña for *Empty Pleasures. The Story of Artificial Sweeteners from Saccharine to Splenda,* which has received great publicity. We made a huge outreach effort to bring students in from the dorms for tours. 200 students last week.

3. Irvine (did not participate; Light on maternity leave)

4. Los Angeles (*Hyry): Our big project now is to integrate five special collections into one department. Major milestone was the closing of the Performing Arts Special Collection R.R. last week and the integration of that service point with the Special Collections R.R. I am delighted to report that we will be able to fill our vacant Head of Public Services position as well as the Head of Collection Management (technical services) position. The Center for Primary Research and Training, which allows us to take advantage of graduate student skills and knowledge for processing collections, has had a film made about it.

5. Merced (*Lin): Not much to report. We finished processing our first MS collection, the Wilma McDaniel Papers and we are starting to get University Archives in order. We are participating in UC data archive pilot project. And I may not be able to participate in the next conference call since I am expecting my second child!

6. Riverside (*Conway): We are hard at work on our next Eaton conference (February 10-13, 2011), on global science fiction. This is our major effort to publicize and make use of the Eaton Collection of Science Fiction. Samuel R. Delany and Harlan Ellison will receive the Eaton Award for Lifetime Achievement in Science Fiction for the years 2010 and 2011 respectively. Other authors include China Mieville, Nalo Hopkinson, and Karen Yamashita. We received over 100 proposals for papers, twice as many as any previous Eaton Conference. We are currently writing a new five-year plan for Special Collections & Archives, and revisiting our collecting parameters. . Finally, we are presenting at the APHA meeting in Washington, DC, October 15-16, on our printing press collection and printing classes.

7. San Diego (*Claassen): UCSD's 50th anniversary is causing us to drown in requests for campus materials. We've put up a great new website with digitized materials about UCSD history. We have received the papers of poet Joanne Kyger and Jackson Mac Low. We continue to be engaged in the project with the Literature Department to do video interviews with Spanish Civil War survivors and post them on our website. Thanks to UCSB we received major culinary collection (library and papers of Jan Weimer, food editor for *Bon Appetit*) and have been recently focusing on MS Mexican cookbooks from the 19th century. If you are coming to ALA Midwinter in San Diego, I would be glad to host a meeting. There

are other upcoming meetings in San Diego as well: APHA (October 2011), RBMS (June 2012), and SAA (August/Sept 2012).

8. San Francisco (*Mix): We have recently received donor funding to process a specific collection and we have launched a new website on the UCSF student newspaper.

9. Santa Barbara (*Tambo): We are in the midst of our UL search, and I am serving on the search committee. We have started planning for a building addition, which will be the new home of special collections (aiming for 2014). We just held our recent acquisitions reception. We have found this a very effective tool for recognizing donors.

10. Santa Cruz (*Bunting): We are hard at work on an IMLS grant for processing the Grateful Dead archive. We are planning a public exhibition gallery for special collections with a $500,000 grant. We have new agricultural ecology and organic farming collections. We have published 10 volumes on this.

Next conference call will take place sometime in February.

Minutes by Charles Faulhaber