

Heads of Special Collections -- HOSC

Minutes for Conference Call, February 7, 2011, 10:30-12:00 noon

Present: Christine Bunting (SC), Lynda Claassen (SD), Melissa Conway (R), Charles Faulhaber (B), Tom Hyry (LA), Emily Lin, (M) Michelle Light (I), Lisa Mix (SF), Daryl Morrison (D), David Tambo (SB)

1. Budget Information

Campuses shared known budget news:

- San Diego - They expect at least a \$3 million cut. They already gave up 50 positions in last cut. They are planning to close and/or consolidate libraries, along with about 60 positions.
- Berkeley - They have had an "operational excellence program" since fall. About 150 more layoffs are expected campuswide. Eighty positions were lost in the Library last 2 years, 30% of staff. Not expecting any more major cuts.
- Santa Cruz - The library will take a \$1.5 million cut (18%). The collections budget will probably be cut.
- UCLA, UCI, UCSB still waiting for information.
- UCD still waiting. The Chancellor formed a faculty task force. They lost positions due to attrition last year. They are trying to avoid layoffs.

2. Trade or sale of duplicates

HOSC members shared email about local policies and procedures for trading or selling duplicates. Very different practices are in place at the various campuses. Some campuses have been told to restrict these practices.

- At Davis, restrictions are coming from the campus counsel. Told to only use 2 dealers.
- At Berkeley, non-rare material is sold in a book sale. For rare material, there is a very occasional showing to dealers by invitation, usually to coincide with the Antiquarian Book Fair. Proceeds go to Bancroft's acquisitions.
- UCSC and UCSD have used Pacific Book auction. But they have to pay for shipping back if the materials don't sell.
- UCSD also has a book sale, and the money is directed to Special Collections' acquisitions. They have been told not to trade material anymore.
- UCSC - Their campus's Equipment Division maintains an inventory, but they consider university property only items that have been cataloged and accessioned, not the receipt of duplications. They also have found it increasingly difficult to find vendors to take and sell material.
- UCI - Non-rare materials are routed through the Libraries' Acquisitions Dept. for the book sale or for transfer to the campus's Salvage Dept. The Salvage Dept. also handles sales of higher value materials to external vendors, with the Libraries' suggestions for possible interested vendors. Their philosophy is that once they have taken possession of books, the books become University property, even if they haven't been processed.

- UCB, UCSB, and UCR store donated items for three years before disposal for donors' tax purposes.
- UCSB may be able to offer at auction but haven't pursued yet; meanwhile, they are stockpiling more valuable items.

Resolved. HOSC will not try to get a system-wide policy on this because of the great variation in practice and need. A system-wide policy would be too restrictive.

3. Use of Archivist Toolkit: status update from those who might be planning to use the CDL hosted version.

- UCSC interested in those who might have accessioning templates to share.
- UCB- Not using it yet. They still are using a home grown system, and waiting for AT/Archon merger.
- UCR - They use for accessioning and exporting finding aids and MARC records. They have had issues, so they still use other tools.
- UCSD - They are using it, but have tweaked it so it works better for them. There are mainly display issues.
- UCSF - Planning to use CDL-hosted version.
- UCM - Planning to use CDL-hosted version.
- UCI - Fully implemented a local installation. Interested in the CDL-hosted system only if migrating the data won't cost much in staff time.
- UCSB - One unit of UCSB Special Collections using on trial basis. They expect to use CDL-hosted version.

Action: HOSC will have email discussion about technical issues. Anyone with accessioning templates will send them out. We will get Adrian Turner involved in discussions.

4. Council of University Librarians' prioritization of recommendations in the Next Generation Technical Services reports

UCSF - Lisa explained that they recommended a staffing model, but the ULs didn't address that in their priorities. The group tried to get across that there are exceptions to benchmarks, and no one size fit all standard.

UCSC - They are now doing more processing as pre-prep for digitization, even slowing down to item-level.

UCSD - Agreed that digitization may force them to do item-level processing. They are trying to figure out ways to do folder-level digitization. The report speaks to this.

UCB - Now finished with survey. Of 35,000 total linear feet of material, 40% is unprocessed, which, however, represents less than 10% of collections. Large collections are harder to do with existing staffing, and there is no way to get through that backlog with existing staffing. They need more temporary staff on grant funding.

UCD - We need a "good enough" record standard. For example, could they just put box lists up?

UCB: Let researchers prioritize what gets processed, after making information about unprocessed materials available.

UCSB - They have collection level information for nearly all collections on UCSB Special Collections website. There is a smaller (undefined) % with catalog records. They are successfully finishing MPLP processing of first big collection, ca.400 linear ft, at about 3 hrs/linear foot for processing, with folder level descriptions but very little physical processing (keeping in original folders, etc.). Need to know what minimal cataloging will mean in Next Gen Tech context.

Many campuses already have collection-level records for all holdings. Others are in the process of doing this for unprocessed collections.

Noted that the report is positive in support for Special Collections, as it is drawing attention to our needs and important holdings.

Questions raised:

Does HOSC respond or wait for HOTS?

How to change attitude of processors? Send to MPLP workshop.

How to deal with the impact on reference? Make sure there are good reading room policies and security.

Resolved: HOSC will suggest that archivists are put on the collection-level MARC record committee, as the deadline for completion is slated for 2012. Christine will lead response, Linda and Michelle will help.

5. Google looking for digital archives

It is not clear what Google may want for digitization from archives. If any campus has further contact, please share.

6. Campus round robin

UCB - Finished survey. Now looking for funding for processing archivists.

UCD - Winding up CLIR grant in 3 months. A winery and brewery opened on campus, and they exhibited books at the opening event.

UCI - Jerry Lowell is retiring, and there is no news about new UL. The reading room was renovated. Recruitments are proceeding for the Head of Special Collections and the Archivist.

UCLA - There are recruiting for two positions. Renovation of Young Library is proceeding and will be finished in late spring. There will be new exhibit space, café, research commons, public programming space. There is also a new exhibit on John Fante.

UCR - Planning the Eaton conference and symposium to be held at Mission Inn.

UCSB - Interviewed new UL librarian candidates. They are moving forward with a renovation, and Special Collections will be in the new addition. They have a new exhibit on the American presidency.

UCSC - They are half-way through the IMLS grant. Goal is to digitize 45,000 pieces, with an Omeka site for user interaction. The building renovation is almost complete, with a move in date of June.

UCSD - They are down two manuscript processing positions, but one will be filled with an internal candidate. The big concern is space, as Special Collections will absorb with the Scripps Archives.

UCSF - Lisa Mix is leaving for Cornell. Her last day on February 28. She isn't sure if there will be

an acting head. They digitized cholera pamphlets and will use Omeka to launch web site. Also using WAS to capture materials.

Next meeting on May 9, 2011, 10:30-12:00

Document owner: Michelle Light
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