

University of California Archivists Council

21-22 April 2004

University of California, Irvine
Langson Library

Day 1

April 21, 2004
1:00 p.m.

I. Roll Call and Introductions

Present: Jennifer Jacobs, UCI; David Farrell, UCB; David Gartrell, UCSB; Charlotte Brown, UCLA; John Skarstad, UCD; Jim Dooley, UCM; Chuck Plotrowski, UCSC.

Not Present: Scripps Institution of Oceanography; UCR; UCSD; UCOP Records Management Chair; UC History Digital Archives

II. Housekeeping

A. Previous Minutes

Approval Tabled

B. Approval of Agenda

Items Added for Approval

- 1. Scanning on Demand
- 2. Regime Change (Departing Chancellors) & Archives Dinner Plans Set.

C. Assignment of note taking - Chuck.

III. Reports

A. Campus Announcements

1. UCLA

Archives Assistant leaving end of June

- Probably will not be replaced due to budget cuts
- Budget cuts forcing an overhaul of staffing situation
- Left with one FTE in Archives
- Archives moved, Charlotte will send out new address - More area than the previous space
- Asst. Head of Special Collections retired – probably will not be replaced.

- Kristen St. John hired as Collections Conservator. She is from U Texas program. She will work on general and special collections at UCLA. She will work out of SRLF and her assignments will expand to all campuses in the future.

2. UCD

- 6% cut in funding to Library
- Library Assessment
- Will charge cost recovery fees for photographs.
- Will get Conservation Assessment due to recent environmental events.
- Finding Aids
- Mark-up now done in Spec Collections
- Sending 2 staff to xml style sheet training in Seattle.
- Goal of user friendly print copy.
- Complementary to OAC

3. UCSF

- Budget news on hold waiting for May revision.
- Grants Pending:
 - With GLBT for NHPRC - AIDS collections
 - Request to UC's Tobacco Related Disease Program Research
- Japanese Woodblock Prints Scanning Project being scanned at Merced. CDL funded.

4. UCB

- Grant application from Chancellor's Office for Kerr Personal Papers. President & Chancellor papers are processed
 - Personal papers
 - Web
 - Microfilm
- 12-15 positions to be cut in Bancroft Library
- No plans to hire permanent University Archivist, probably will be cut. David will continue to act as University Archivist.
- Planning renovations of Bancroft Library which includes space for 6 curatorial offices.
 - Funding still in action.
 - Final renovation plans due by January 2005.
 - Bancroft to move 4-5 locations including NRLF around June 2005.
- Reviewing collections and will forward to campuses as necessary.

5. UCSB

- 1 FTE retired
- Acquisition of Nobel Laureate papers
- Library addition in 5 years
- Working with library development

6. UCM

- 4 total librarians
- Giving presentations to the community
- Jim's official title = Head of Tech. Services and University Archivist. Responsible for many things including collection development, conservation
- Working with Records Management to advertise program
- Gathering core archival records
- Campus will open Fall 2005
- Busy with technical services

7. UCI

1. Historical Records Project

- Financial support from EVC
- .5 FTE 6 months to ID resources
- Go to web with history
- Synch with new Welcome Center/Student Affairs
- Advisory Board
- 40th Anniversary Exhibit and Symposium

8. UCSC

1. Extended comments on the difficulties of reinvigorating University Archives

- Space for processing and storage
- University Archivist prohibited access to Special Collections without Head of Special Collections approval
- Option for Archives to segregate as much as possible from Special Collections.
- One year anniversary of unified Campus Records Manager & Archivist experiment. In theory, still a great idea, but practical application in the current campus Library milieu, extremely difficult.

B. CSU Archivists Inviting CSU Archivists to UCAC meetings - All thought inviting a representative was a good idea

C. Update on ICAP Project

No update

D. UC Records Management Committee Update

- UCOP representative not present
- Jennifer turned in comments on Records Retention Schedule to Connie Williams

IV. Discussion/decision items

A. Old Business

1. Revisions to RMP-2

- Point of clarification needed for retention periods “permanent” and “XXX then to archives.”
- Appendices
 - Should there be Appendices? Yes, but they need to be less prescriptive.
 - Who is the audience?
 - Appendix C:
 - “Solution”
 - Should have contact information instead of prescriptive advice. Advice changes over time and it will need to be updated consistently
 - Can RMP-2 refer folks to UC Library Preservation Committee for solutions?
 - John will contact UC Preservation Committee to review.
 - David G. will ask that RIM Committee ask Preservation Committee assume authority over providing “Solutions.”
 - Appendix A:
 - Contact info and examples should be added
 - Institutional standards for storage, rather than subjective advice.
 - Transfer- David will ask RIM refer to UCITPS for standards
 - Table not helpful, can the information be presented in a more useful way? Possible a FAQ or decision tree? Include contact (title) info.
 - Appendix B:

2. Electronic Dissertations

Tabled until 4/22

3. “Policies for Administration of University of California Archives”

No Action

4. UC thesaurus

No Action

5. Newspaper digitizing project – OCLC

No Action

6. UC faculty papers statement

No Action

7. UCAC mission statement

In progress.

8. 2nd All UC History Conference

Still in discussion at UCOP & UCB

9. Discussion of the Implication

Action closed – Finished last meeting.

Day 2

April 22, 2004

Present: David Gartrell, UCSB; Lisa Mix, UCSF; Steve Coy, UCSD; Charlotte Brown, UCLA; Jennifer Jacobs, UCI; John Skarstad, UCD; Jim Dooley, UCM; Chuck Piotrowski, UCSC.

Absent: Scripps Institution of Oceanography; UCB; UCR; UCOP Records Management Chair; UC History Digital Archives.

III. Reports (continued)

A. Campus Announcements (continued)

1. UCSD – Steve Coy

- Update on Geisel Collection
- Brad Westbrook permanent position dealing with electronic records and electronic initiatives
- Steve is no longer interim, is now permanent UA.
- Will advertise for Coordinator of Tech Services position. Other positions are being vetted by Library Committees.
- Drawing upon saved resources to weather general financial situation
- Processing Database Ariadne: migration - IT working with San Diego Supercomputer Center to discuss options for xml based storage and retrieval.

IV. Discussion/decision items (continued)

A. Old Business

1. Electronic Dissertations – (Tabled 4/21)

- What is the role of Archives in relation to dissertations?
 - UCSD planning a pilot project
 - Taking paper and electronic
 - PDF can embed other media
 - Receives electronic copy from student – submitted or accepted version
 - Backup on library server
 - Proquest reviews copy for veracity and correct data for metadata
 - Question is what will happen if Proquest shuts down? What will UC have access to the dissertations?
- Charlotte - Question: How does library know it receives an authentic copy?
 - David - Answer: Signature page received with electronic version
 - Chuck - Answer student should upload and then a workflow should send to Grad and then to Archives
- Chuck: Social and culture problem with faculty, this process could be done electronically and automatically - workflow

products are available that perform these types of tasks. Document management systems and content management systems are currently available.

- UCSC: Chuck is unaware of local process
- UCD: Takes 2 theses, does not microfilm, because people ask for printouts.
 - Hold paper copy one year.
 - Student sends to Proquest
 - No enforcement of Proquest submittal
 - Problem with consistent submittal
 - Library will not make it mandatory
- Why doesn't UC have this as mandatory?
- Are the UL's aware that there may be an incomplete run of dissertations at Proquest?
- It is clear that Proquest doesn't have a complete set of dissertations from the UCs. Current and historical.
- Some dissertations may not be publishable due to patent or other restrictions, but it seems that the dissertations that are not at Proquest are not restricted.
- All dissertations are cataloged and available.
- Why do we keep the paper copy?
- Why do we keep any copy?
 - Authenticity
 - Requirements for graduation
 - Evidentiary for degree
 - Historical role of cataloguing and making available to the world academic community.
 - Research in specific areas relevant to the University and its community, i.e. local studies such as history, urban planning, agriculture, etc.
- UCD stats state that people do use dissertations and they are in demand.
- Does the library have a role in veracity confirmation?
- Graduate Deans Meeting - Report handed out.
- UCAC agrees:
 - Curious why CDL is not a suitable repository for electronic dissertations
 - UA's want to be included in campus discussions relating to electronic dissertations.
 - Holding an archival copy is important, but is indifferent to media.

B. New Business

1. Campus History Researchers

Open discussion on reference, demand

- UCSF
 - Departments used to write departmental histories
 - Question to group – outside firms hired by internal groups to do research on campus issues.

- UCD - Since they are working under contract they are treated as outside researchers
 - UCLA – Depends on library status
 - UCSD – Charge everyone the same
- UCD
 - Department histories by emeriti
 - in memoriams
 - Archives asks for copy of work

2. Staff

UCD – retention of quality staff

- What was an LA2 20 years ago is now an LA4
- Cost of living forcing high turnover
- LA5 is a space for highly specialized work, without supervisor classification. UCD wants to work toward reclassing certain archivists from 4 to 5. The following job skills are necessary in the LA5
 - XML mandatory
 - Archives experience mandatory
- Library will not hire Librarian series where they do not have FTE available.
- Questions – Why not go into CRS?
 - At UCD CRS are put on IT systems.
- John would like copy of job descriptions for reclass.
- UCSF – uses admin analyst as class, instead of LA.
- Action to group – provide John with job descriptions

3. New UCAC Chair

- UCSB's term is concluded.
- UCSC assumed chair.

4. Schedule Fall 2004 Meeting

- First or second week of October, 7-8 & October 14, 15
- UCSC will host
- Chuck will work on local specific arrangements

5. Regime Change

- Chuck discussed the unique difficulties of ensuring the successful transfer of archival records of senior management, such as Provosts and Chancellors.
- The group discussed ensuring that the senior management is aware of the archives and that the mandates set for by UC in the RMPs apply to all, regardless of status.

6. Scanning on Demand for Users

See above.

Meeting Adjourned

Next Meeting early October 2004 in Santa Cruz.

Document owner: Steve Coy

Last reviewed: November 22, 2004