

UC Archivists Council

At UC Riverside, Rivera Library
April 29, 2005
10 A.M.

Agenda

1. Approval of Minutes of October 7 & 8, 2004
 2. Review of Documents
 - UCAC Charge
 - Roster
 - Goals & Objectives, 2004-2005
 3. Policies for Administration of University of California Archives
 4. Policy Statement on Faculty Papers
 5. California Public Records Act Appendix II
 6. Cataloging University Archives Record Series in MELVYL
 7. Academic Senate Records
 8. Subject Headings Authorities and Procedures for Scanned UC Photos
 9. Electronic Theses and Dissertations
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Present: Melissa Conway, UCR; Christine Bunting, UCSC; Deborah Day, Scripps Institution of Oceanography; Steve Coy, UCSD; Jim Dooley, UCM; Jackie Dooley, UCI; John Skarstad, UCD; Charlotte Brown, UCLA; David Gartrell, UCSB; Lisa Mix, UCSF; David Farrell, UCB - Chair

Absent: Connie Williams, UCOP

1. Approval of Minutes of October 7 & 8, 2004

Request to change "Scripts" on page 5 to "Scripps." Otherwise approved.

2. Review of Documents

UCAC Charge

Under "UCAC is charged with:" change "advising SOPAG" to "advising CDC."

Under "Statement of Self-Governance" change "reports to the Systemwide Operations and Planning Group (SOPAG)" to "reports to the Collection Development Committee (CDC)."

Action: Jim Dooley and Farrell will pass the changes to CDC and have the changes made to the website.

Goals and objectives

There was a general discussion of goals and objectives leading to a decision to rework the draft text for consistency and brevity.

Action: Jackie Dooley, Brown and Day to develop the text. Farrell to contact Cindy Shelton regarding changes made. Coy will post the revised charge on the website.

Roster

The roster was circulated for corrections and updates.

3. Policies for Administration of University of California Records

There was a close and constructive reading of the Policies of Administration. Changes were suggested in sections I, IV, IV.A.3, IV.B, VI, and IX.

Action: Brown to make the revisions. Farrell will review and forward to Coy to post on the web site and send to HOSC and Records Management Committee for review and comment.

5. California Public Records Act Appendix II

This section is from a handout from the UCLA Records and Information Management office. The discussion raised questions concerning the impact of the new California constitutional amendment on the Public Records Act.

Action: Brown to consult with Maria Shanle regarding impact of new amendment. Coy will put a link to the California Public Records Act on UCAC home page. Brown to add an explanatory note to provide context to this appendix.

4. Policy Statement on Faculty Papers

There was considerable discussion regarding faculty papers and the guidelines that the UCAC should support. The group agreed that more work should be done to refine the policy statement.

Action: Brown and Mix to rewrite the draft for consideration at the fall 2005 meeting.

6. Cataloging University Archives

Brown presented a discussion document for standardizing MELVYL terminology. The general UC standard includes Archives records, but it was determined that agreement on text in certain fields (e.g., 506 and 540) would be beneficial.

Action: Jim Dooley will prepare a recommendation for discussion at our next meeting.

8. Subject Headings Authorities and Procedures for Scanned UC Photos

Day presented this as information useful to the group. Scripps is about to begin an image digitization project relating to portraits. Her exhibits included "Scripps Archives, Digital Library Projects, Subject Headings/Authorities and Procedures, June, 7, 2002" and "Digital Subject Headings—Portraits, Draft: March 7, 2003." Because the project will capture fifty-eight metadata fields for each image, there was a general request for a list of the data fields. Day agreed to provide the list.

9. Electronic Theses and Dissertations

This was an informational report. Coy stated that the UCSD pilot project would begin in May 2005. Dissertations will come from Biology, Biochemistry, Chemistry, Cognitive Sciences, Computer Science, History, and Theatre & Dance. Paper copies will be sent to the University Archives, the electronic file will be sent to ProQuest. They expect fifteen to twenty students to volunteer to be in the project. Graduate Studies is managing the project. Other campus pilot projects include UCSF and UCSB.

There was a brief description of the UCSD/UCSF joint project to test the ingest of an "archival" electronic copy into CDL's Digital Preservation Repository. This involves depositing dissertations by developing a METS profile from metadata from the ProQuest MARC/local MARC record for each dissertation to be added. This involves depositing dissertations by developing a METS profile from the ProQuest metadata for each dissertation to be added. The intent of the project is to develop a process for archivally storing electronic dissertations and other electronic media.

Jim Dooley raised a concern from the UC Preservation Advisory Group. UCPAG wanted to know if long-term preservation of a digital dissertation in the UCDPR would fulfill our archival mandate. The caveats included the assumption that digital storage is archival; this is not generally accepted practice in the profession. UCAC advises CDL to (1) take the necessary steps to assure that its digital records are maintained and accessible permanently, and (2) consult and inform appropriate professional bodies about CDL's policy and practices in this regard. The group favored UCDPR as adequate to fulfill the mandate.

The next meeting was set for October 21. The meeting adjourned at 3 P.M.

Campus Announcements

(presented during the break for lunch)

UCB

Bancroft Library will close on June 1, 2005. It will reopen in temporary quarters on October 1, 2005. The Bancroft Library will reopen in 2008.

Preparations are underway for the celebration of the Bancroft Library Centennial in 2006.

Interviews with four candidates for the new position of Associate University Archivist – Berkeley Records are scheduled for June.

UCSC

The Library will soon have a new addition. The move in is scheduled for 2007. The old building will then be renovated. Special Collections and Archives will be relocated during renovation; some material will be temporarily stored at NRLF and access to it limited for a period of approximately two years.

UCSD-Scripps

Scripps has gotten a grant to do oral histories on forty faculty members, with an emphasis on women, from the World War II generation of Scripps researchers. The interviews will last from one to three hours.

Scripps will begin a project to digitize 2,500 portraits of SIO scientists and staff (see item 8).

UCSD

Phyllis Mirsky and Dawn Talbot have announced their retirements.

Luc DeClerck to head the UCSD Digital Library Initiative.

Digital dissertations pilot project beginning (see item 9).

Ariadne, UCSD's processing database, has been patched for the short term, but is still expected to migrate to an IT-supported XML platform.

The Archivist's Toolkit that Brad Westbrook has been developing is continuing on schedule.

Scanning projects in progress include the Glasheen Photograph Collection and the indexes to the campus clipping files.

UCM

The library is about to move to the "real campus." The official beginning at UCM will be September 6. The Library will provide classrooms and a lecture hall until other buildings are completed.

Special Collections has acquired the archives of photographer, "Pop" Laval. The more than 100,000 images document the Fresno area.

UCI

Special Collections suffered three resignations including the University Archivist. The archivist position will be posted shortly. Jackie Dooley will assume the title of University Archivist.

UCI will celebrate its fortieth anniversary this year. The Archives has been involved with developing the History Web Site, doing oral histories, and organizing a symposium as part of the celebrations.

UCD

The UCD Archives Serials Survey used the "Deans, Directors and Department Chairs" email list to solicit responses to the serial publications survey. There were fifty-two responses. A similar survey conducted the previous year by the Public Communications Office yielded ninety-two

responses. The total number of active titles identified by the combined survey was one hundred and eight, twenty-five of which are cataloged. A follow-up contact will establish regular depositing of departmental serials in the archives.

The centennial events at UCD have begun with local and student newspaper coverage of the centennial of the signing of the act to purchase the University farm.

Student interns from CSU Sacramento are processing collections and learning EAD.

UCLA

The Gold Shield has agreed to fund an update of UCLA on the Move, a history of the UCLA campus.

Students are encoding the UCLA Biographical Files, including the photo files, using an EAD template.

The Archives is preparing to move from Powell Library to Young Research Library.

Archival interns from programs at UCLA and CSU Fullerton have been very useful.

UCLA has received an endowment from Constantine Panunzio.

UCSB

The archives has a new Archives Assistant.

The Digital Dissertations Project has begun.

A project to do the oral history of the [?????] Department has started.

Archives finding aids are now on OAC.

UCSF

The UCSF History website has returned, and has been renamed "A History of the UCSF School of Medicine". The url is <http://history.library.ucsf.edu>

Archives and Special Collections has some additional part-time staff as a result of 2 grants:

- a. UC's Tobacco Related Disease Research Program (TRDRP) is funding a 3-year project (including a 75% project archivist) to acquire and process tobacco industry audio-visual materials.
- b. UCSF is collaborating with the GLBT Historical Society on a 2-year, NHPRC-funded project, the "AIDS Epidemic Historical Records Project". UCSF has a 65% project archivist working on that project.

In February Archives and Special Collections began offering a digital imaging service to patrons.

Lisa Mix has been meeting with archivists at UC Berkeley to plan for a collaborative project to document stem cell research in California. They are seeking collaboration from other UC

campuses with relevant materials. The goal is to prepare a proposal for funding from the CIRM to fund a collaborative documentation and oral history project. Irvine, Davis, San Diego, Los Angeles, and Merced all expressed interest in collaborating. Mix agreed to have a draft for the group to review at the October meeting.

UCR

Heidi Hutchison has been hired as 40% archivist.

The newly designed Special Collections web site is up.

Document owner: [Steve Coy](#)
Last reviewed: June 24, 2005