

# University of California Archivists Council

Meeting of April 12, 2007  
Mandeville Special Collections Library  
UC San Diego  
9:30-3:30

## Agenda

1. Review minutes of October 27, 2006
2. Review of organizational documents
  - Roster
  - UCAC Charge
  - Goals & objectives
3. Old Business
  - A. E-Records workshop follow-up/next steps
    - "Web Archiving Project progress report"
  - B. ETDs- more information on eScholarship proposal?
  - C. UC Faculty Papers Guidelines proposals:
    - -submit a seminar proposal, sponsored by the UCAC, on faculty papers for the June 24-27, 2008 ALA/Rare Books & Manuscripts Section (RBMS) pre-conference to be held in Los Angeles.
    - -propose the guidelines as a discussion topic for the College & University Archives (C&U) section's meeting at SAA 2007 in Chicago.
4. New Business
  - A. The Chronicle of the University of California
  - B. University of California sesquicentennial
  - C. Future meeting dates and places
5. Campus updates (during lunch)
6. Brad Westbrook's Archivists Toolkit presentation (2 - 3:30)

## Minutes

**Present:** Charlotte Brown, UCLA; Christine Bunting, UCSC; Steve Coy, UCSD; Deborah Day, Scripps Institution of Oceanography (recorder); Jim Dooley, UCM; David Gartrell, UCSB; David Farrell, UCB; Lisa Mix, UCSF; Kathryn Neal, UCB; John Skarstad UCD (chair); Chuck Wilson, UCR. Absent: Jackie Dooley, UCI.

John Skarstad convened the meeting at 9:30.

The agenda was reviewed. Chair called for more discussion of goals and finalization of the faculty papers document.

He announced that Kathryn Neal has been appointed to the editorial board of the Chronicle of the University of California.

The group agreed that the next meeting of UCAC in October shall be held in Merced.

UCAC directed Steve Coy to add Connie Williams as an ex-officio member of UCAC on the Roster.

### **1. Approval of Minutes of October 27, 2006.**

Minutes Approved.

### **2. Goals and Objectives**

Chair called for finalizing this document and urged importance of including goal(s) for electronic records. Farrell suggested that in the statement we pursue both collective goals and action at each campus. Farrell proposed a goal on Academic Senate records. Other goals discussed include LAUC records, evaluation of UC archives by SAA standards, providing broader access to key sources (i.e. campus publications, newspapers etc.) through digitization.

**ACTION: Group to add items to Goals and Objectives for review at next meeting.**

### **3. Old Business**

#### **A. Web Archiving Project Progress Report.**

Coy reported on this CDL grant funded project to design a tool to enable archivists to capture web content, create metadata and store it in the DPR. The project will have 8 releases. Connie Williams, Mix and Coy had access to the software in release 1 for a window of two weeks, but were unable to actually capture content for reasons of timing. There is no production model yet, just testing. Williams, Mix and Coy have lists of websites of interest and have developed seed lists and a collection plan. There was a general discussion about space issues in CDL and campus recharges for DPR space. CDC is aware and SOPAG has been informed of our work on this project.

**ACTION: Williams, Mix and Coy will work collection building in upcoming releases.**

#### **B. Web at Risk Project.**

Farrell reported on the use of Tracker, a web based tool, to digitize documents of the UCB Chancellors office back to 1972. He expressed concern about the persistence of the resulting digital files. A meeting is scheduled in the next couple of weeks to focus on the persistence issue.

Charlotte Brown reported on the UCLA Chancellors digital files project. This is not web based.

**ACTION: David Farrell asked Brown for a copy of the RFP and information on persistence of these digital files.**

Jim Dooley reported that the Merced Chancellors Office has received funds to hire a records manager and set up a project committee to produce an RFP to purchase a system to scan, share, store and preserve Chancellors and Vice Chancellors records.

### **C. ETDs- more information on eScholarship proposal**

Charlotte Brown reported that UCLA is moving slowly. There is no electronic filing at UCLA. Christine Bunting reported that the University Librarians discussed this proposal at their last meeting and favor it. Chair reported that Davis students can embargo their theses for patent and other reasons. Steve Coy reported that at UCSD there is a move afoot in the Graduate office to charge fees to masters students for digital submission. This looks good, but has not yet been approved by Regents. Jim Dooley reported that when digital submission is direct to ProQuest, cataloging issues arise.

### **D. UC Faculty Papers Guidelines Proposals**

Charlotte Brown suggested UCAC submit a session proposal on faculty papers (1.5 hours) for the pre-conference at UCLA before the June ALA/RBMS meeting. Brown also suggested proposing faculty papers as a discussion topic at SAA C&U.

**ACTION: UCAC asked Charlotte Brown to submit these program proposals.**

Lisa Mix asked if the final document has been submitted to CDC.

**ACTION: Chair directs Jim Dooley to forward the document to CDC. He directed Steve Coy to post the document on the UCAC website immediately.**

## **4. New Business**

### **A. Chronicle of the University of California**

Kathi Neal, a member of the editorial board, described the origins, publication history, current publications and future topics for publications of the Chronicle of the University of California. Current topics of interest include Rise and Demise or "Shine and Decline." UCAC members suggested topics including health sciences at UC, great documents from UC Archives, the anniversaries of the *Centennial Record of the University of California* and *Fiat Lux* volumes.

**ACTION: Add to the goals a statement on UCAC forwarding ideas to the Chronicle.**

### **B. University of California sesquicentennial**

David Farrell suggested the Sesquicentennial of UC (2018) as a future discussion topic for UCAC. We should talk about anniversaries and discuss how we might stimulate the writing of more university/departmental histories and/or make these more accessible to the public through digital means.

## **5. Campus updates**

## **6. Brad Westbrook's Archivists Toolkit presentation.**

Meeting adjourned 3:30 PM.