

UC Archivists Council

Conference Call
February 23rd, 2009

MINUTES

Present: David Farrell (UCB), Kathryn Neal (UCB), John Skarstad (UCD), Michelle Light (UCI), Charlotte Brown (UCLA), Jim Dooley (UCM), Chuck Wilson (UCR), Steve Coy, Chair (UCSD), Lisa Mix (UCSF), David Gartrell (UCSB), Christine Bunting (UCSC)
Assigned Recorder: Michelle Light

Announcements

- Deborah Day has retired as the archivist from Scripps. The position is posted as at .75%.
- Kathy has submitted LAUC records retentions schedule to Sam Dunlap. Kathy has not heard anything back yet but the schedule is circulating for review. There is interest in creating a parallel schedule for electronic records, e.g., email.

1. Natural Reserve System records - David G.

- UC natural reserve system include public land sites around California that are associated with a campus for research and instruction.
- David had a new professor interested in doing research on history of reserve system. When the professor visited sites, he saw various degrees of preservation of historical documentation. He is interested in a grant involving a preservation component.
- Answers to questions about past efforts, existing documentation, etc.:
 - In 1987, UC Riverside had a conference called UC Collects. One presentation from was from a site with that documented it photographically with 360 views.
 - Ken Norris was one who founded system. Unprocessed papers coming to UC Santa Cruz. Also some material at UCOP and San Diego.
 - What if we had each campus involved in planning grants?
 - Each Reserve has faculty member appointed as representative.

2. Web Archiving Update - Steve

- Signed most of us for accounts.
- Not much activity on accounts, except for Eric and Lisa.
- Use WAS listserv for questions about the application.
- Encouraged us to attend web conferences for training.
- Public access in summer 2009.
- CDL has removed collections module from the tool, so this will impact how we will organize things. We may need to think about each campus as a project, rather than each campus rolled into one large project. University Archivist would be project administrator, so we could invite submitters. This will allow us to aggregate campus-specific materials in one space.
- Individual campus WAS space is separate from UCAC space. At Berkeley the campus space includes one project for faculty web sites, both by academic unit and faculty

members. Another project is for other academic sites. Berkeley may be using the UCAC space for system-wide materials. UCLA may also be doing campus-specific captures with its allocated space, too. UCI and UCSF will need to use the UCAC space for campus-related projects, since the campus WAS space is being allocated to support faculty research.

- What is the relationship between UCAC and a campus's space? We need collection plans to guide the scope of our projects. This should be our next step. Steve will work with WAS and will let us know over the listserv on the next steps.
- Also useful to have discussions on different types of material, e.g., student newspapers hosted off-site with robot exclusions.
- Possible test bed with campus registrars for course catalogs?
- Who's going to pay for the UCAC space? If we put all the campus web sites into the space, it will exceed 1 terrabyte, and who will pay for it?

3. OAC - Unprocessed collections/ Steering Committee Representative - Charlotte

- UCLA procedure used to do MARC records for unprocessed or partially processed collections. Charlotte will develop proposal for us to review about minimal information being put into OAC.
- Berkeley - If less than 6 cartons, they only use a catalog record. They are working to update abbreviated finding aid for OAC. Davis also registers collection in MARC within a few weeks after arrival. Davis also would like to do box lists for OAC. They do this to send materials to NRLF.
- Is there a UCAC rep on the newly formed collections committee? Rosalie said she would try to do that.

4. Archives Reference Statistics - Charlotte

- RLG conference call in August about how we measure use. Jennifer Schaffner interested in how to modify ARL statistics to more accurately represent use, e.g., how heavily mediated our reference is.
- If something was drafted, does UCAC want to be involved?
- What if we drafted a UCAC standard for stats that we would use for reporting? Although we can't compare statistics with 5 years ago, we can compare them with other UC campuses.

5. Fee Rate Schedules - Charlotte

- UCLA just went through process for justifying fees to non-UC or commercial users. Charlotte offered to share these.
- Some issues at other campuses: Online finding aids and digitization are increasing number of orders coming in. One campus can't charge CA sales tax to out of state researchers. A few campuses are charging processing fees, both archival processing and order processing.

6. World Cat Task Force Report - Charlotte

- RLG report in December. David DeLorenzo, Jackie Dooley, Nina Schneider were UC people on it. Is there anything that UCAC needs to contribute, or does HOSC interest in this represent UCAC's needs? HOSC review probably covers us.

7. Rotation of Chair -All

- Charlotte will chair UCAC for 2 years. 2 years for Davis. Then 2 years for Merced. Vice Chair is recorder, so John will be vice chair next.

8. Next face-to-face meeting - All

- In-person meetings for this fiscal year are being discouraged. Conference calls are the way to go. We'll move to quarterly meetings. Next call on Monday, May 11, 10am-12pm.

Document owner: [Steve Coy](#)
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