Central New York Library Council

Archival Services Committee

12/11/2012

2:00pm

**Present**: Barbara Scheibel (OCPL), Chair; David Stokoe (Syracuse University); Déirdre Joyce (CLRC); Matthew Urtz (Madison County Historian)

*Via Teleconference:* Anne Flynn (Utica College); Katherine Collett (Hamilton College)

**Absent**: Meg Van Patten (Baldwinsville Public Library)

**Action Items**:

* Déirdre to prompt everyone periodically to contribute to the DHP Needs Assessment Google Doc
* Déirdre to set up a planning doc for archives month (October), feed it a little bit to talk about programming ideas.

**Agenda Items**:

In lieu of having a chair, Déirdre call the meeting to order at 2:04pm

* Kathy Collett
	+ New to the committee
	+ Archivist at Hamilton College for just over 10 years
* Select new committee chair
	+ Colleen served very ably, but has resigned
	+ Barb self-nominated to be chair, David seconded the nomination (S/A)
* Approval of September 26, 2012 minutes
	+ Revise third page to remove the implication that David is solely responsible for the preservation institute
	+ David made a motion to approve the September 26, 2012 minutes as amended (S/A)
* Action Items
	+ DHP Final report
		- Déirdre handed out DHP final report during the meeting and emailed it to committee members
		- Waiting for next year’s contract approval
		- Survey assessing the needs of DHP users
			* What kinds of questions would you expect to be asked?
			* Google Doc set up, Déirdre shared in email; place ideas here
			* Types of survey questions (multiple choice, narrative, open-ended)? Right now, any to get thoughts down, will be refined later
			* Broad archival needs (collection assessment, touch on preservation, processing, access)
			* Have the site establish the scope of their collection first
	+ Preservation Survey
		- David contributed to this Google Doc with ideas
		- Marianne Hanley at SU helping in the process, the Google doc has been shared with her; others are welcome, too
		- Buffalo State has a program to restore items for smaller site, but specializes in works of art on paper; good opportunity to capture a wider Upstate audience
		- Phonographic specialist needed to look at phonographic materials
		- Show varying levels of care depending on cost and effort variables
			* UV lighting
			* Many sites have small operating budgets
		- Barb remembers a Michelle Brown online mold presentation for National Archives Week
		- State-wide, or at least Upstate audience; meant to be a comprehensive educational institute
		- Will be a smaller number of people; discussed 12, 20
		- Should we force people lock into all parts of the program? This may be a problem for some employers, prohibit some from coming
		- Modeled on Rochester Regional’s institutes (1 day/month)—these have been successful
		- Don’t want to prohibit interested people who want to drop in on a particular topic
		- Send attendees off after the first session to assess their own collection with the knowledge just imparted
		- Webcasts might be a good option
		- Mid-month online meeting with the instructor?
		- Moodle as the collaboration tool? This is an open source blackboard equivalent
		- Déirdre likes the idea of a cohort going through the institute together
		- CLRC willing to help with logistical elements (advertising, access)
	+ Disaster Planning event
		- CLRC advertised
		- Was originally cancelled by threat of a disaster (Sandy)
		- The rescheduled event went well, but no one from the region attended
		- It’s been a while since we’ve done an event like this for the region, DHP-wise
			* David is obliged to do 2 a year
			* April would be a good time since it’s preservation week
			* David can provide a link to the webinar version of the Disaster Planning event
	+ Look for more committee members
		- Kathy has joined
		- Looking for DHP members to join, if possible
		- Heritage members
		- David will talk to some Archivists & Processors at SU
* DHP activities update
	+ Visited event put together by Matt, who is the Region 9 Coordinator for the Association of Public Historian of New York State (APHNYS)
		- APHNYS state-wide meeting in Syracuse in April
	+ Déirdre gave Northern NY DHP institutions a Basics of Handling Archival Materials class; she would like to turn it into a webinar for the Spring
	+ Oral histories class in May being planned
	+ If DHP grant period opens up, we’ll do a grant session
		- Unofficially, they’ve changed the collecting priorities
		- Déirdre will reach out to DHP people before leaving for vacation if they still haven’t from the state
	+ NY Cultural Heritage Tourism Network
		- Signage on 81 and 90, with companion apps and website to alert passers-by what cultural heritage sites are off the exit
		- Possible partner
		- They have a great database of cultural institutions, but it’s heavier on the Western regions
	+ DHP meeting at NYLA
		- DHP money gets caught in the Comptroller’s Office
		- Libraries successful in getting the State to listen to Library’s messages; this is not the case for archives
		- Advocacy class for archives?
		- Decided to start a monthly conference call between DHP providers across the state
	+ Class ideas are always welcome
		- Coordinate scheduled with Matt to come do a class
		- A genealogy class from OCPL?
	+ College & University Archivist roundtable at Colgate in the Spring
	+ Special Collections roundtable at University of Rochester in the Spring
* Archives month is October; start planning now
	+ Déirdre to set up a planning doc for archives month, feed it a little bit to talk about programming ideas
	+ At the last meeting there was an idea to feature a new county each week of October
	+ Have each of the four counties identify places that could be on a “trail” to create a “path” each week
	+ Use NYHeritage site
* NY Heritage moved over to OCLC, another digitization bootcamp coming in January

Next Meeting: March 12, 2013

David motioned to adjourn at 3:15pm (S/A)

Respectfully Submitted,

Stephanie Helsher

Clerical Assistant, CLRC