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