

**LIS 505**  
**Hodges Special Collections Site Visit**  
**Notes**  
**2010-09-21**

- Martha Blakeney Hodges Special Collections and University Archives at UNCG
- Keith Gorman, Sean Mulligan, Herman
- Every repository needs to respond to challenges.
- Hodges Reading Room
  - Researchers, classes, presentations, exhibits
  - Academic archivists are involved in research, not just protecting the collection and growing it.
- Make room more appealing
  - Furniture
  - Someone to meet people as they come in.
- Keith Gorman
  - PhD in History in Michigan, taught 12 years
  - Got MLIS and in Smithsonian, then Martha's Vineyard, then NC
  - Volunteer and do internships
    - Technical training
    - Networking
- Overview
  - A sense of how archives are responding to the challenges of the digital age
  - An understanding of the mission and vision
  - Audience, collecting policy, outreach
  - A sense of the role of records management in UA
  - Processing strategies in documenting an institution's history
  - UNCG's immediate challenges
- Environmental Scan of Special Collections and University Archives
  - Align special collections w/the core mission and activities of academic research and learning
  - Increase emphasis on digitization and the focus on collections of unique primary sources
    - Getting collection out, more accessible, argue that it supports the mission of the department and the institution.
    - Evidence based learning is all the rage
  - Demand for faster and greater access to collections is in turn impacting processing, descriptive standards, resource allocation, and public services
    - From students and donors
  - Technology is transfiguring collection management and the issues of preservation, cost, sustainability, provenance, description
  - Challenge of born-digital collections
- UNCG's Mission Statement (revised Summer 2010)
  - Collects, preserves, and makes accessible unique and historical materials for learning and research
  - Promotes the collection's use by the academic community, researchers, and the public
  - Advance scholarship
  - Further the University's educational and service missions

- Ten curatorial areas identified as collecting priorities
- Library Strategic Planning (will be revised Fall 2010)
  - Concentrate on advancing tech capacity/growing digital holdings
  - Expand access and preservation of digital content
  - New service model-- "user driven" "learner centered"
  - Highlight the importance of Special Collections in the learning experience
  - Expand support and use of instructional services
  - Support of staff training and the repurposing of positions
  - Position library to meet the University's mission and to compete
- Have to compete with UNC and Duke for the best special collections
- UNCG Vision Statement/Goals
  - Serves as the official repository of the records/history of UNCG
  - Provides the faculty, students, and the general public with unique manuscripts and rare books for research and learning
  - Promote the digitization of collections
  - Provide timely and authoritative reference and instructional services
  - Connect with faculty and students to integrate Special Collections and University archives in curriculum development and student life
- Profile of users (2009/2010)
  - Primary: UNCG faculty, students, and visiting researchers
  - Emerging audience: UNCG staff and alumni
  - Charged with engaging larger UNCG Community
  - Faculty/Staff 440
  - Students 550
- Reference Queries
  - SCUA anticipates an increase in reference queries due to:
    - Greater outreach to departments and library liaisons
    - Greater visibility due to digitization projects
    - Implementation of Chat feature
    - More walk-ins than emails, more calls than letters, 10+ Blog and FB queries
- **He'll send us the slides**
- Collections and Collecting Priorities
  - Expecting a large collection coming as departments move
- History of University Archives
  - Herman:
    - graduated from UNCG
    - Air force
    - Graphic design in Printing
    - Then MLIS
  - A group got together and then advised the archivist in what to do
  - In 1972, Emily Mills became the Special Collections Librarian and then University Archivist
  - 1974, first professional archivist, Betty Carter
  - Herman is the interim archivist since Betty retired in April 2010
- Types of Material and Formats found in University Archives
- Outreach
  - Betty Carter was very into it.
- Library Exhibits

- 6 of them, all over
  - Keep displays up longer
- Walking Tours and Classes
  - 30 University studies classes
    - Geared towards 1st year students
    - Try to keep retention of students
  - 20 walking tours
  - 10 presentations
- Public records
  - Most people don't keep retention records
- UNCG Records --Mix of formats
  - Try to give tips on what to and not send and how to package them
  - New University Archivists will be heavily involved in records management
- Disposition of public records
- UNCG Records Management
  - First public university to have a records retention policy
  - Vice Chancellor for Information Technology is officially head over retention but they don't care. So now they're trying to get their responsibility moved to them.
- How not to store UNCG records
  - At the Chancellor's house
- Types of records not to transfer to the university archives
  - With a proper records management program, you could avoid this
- Improper retention of certain UNCG records
  - Social security numbers everywhere
  - They've abandoned schools and libraries in Detroit
- Difficulties facing university archives
  - Sean
    - Hired in 2008 as special project manager
    - Got MLIS focus on archival systems
    - Get volunteer and internships
    - AHP, National Archives, State Library of Virginia at Richmond, now at UNCG
    - Lots of similarities between archives but differences with administrators, users
  - Collections never end usually. Always adding new material.
  - Need more space
  - Usually need off-site storage
- Solution = Appraisal
  - Does the record have permanent archival value?
  - Can't predict the future. What will be wanted?
- Documentation strategy
- Documenting a university--seven functions
  - Written by "Who controls the past?" lady
- Appraisal of University Records
  - You have to know the history of what collections is about so you know the greater context
  - Civil Rights Movement was called "The Dime Store Crisis"
    - Events don't have names till later
- Alternative Documentation Strategies
  - **Do you keep copies of department websites?**

- Don't keep
    - Look at Wayback Machine
    - Problem with electronic records
    - IT only focuses on email, not other documents
    - So many born-digital records that no one sends to the archives
    - Look up and see what the National Archives are doing about electronic documentation
    - **Look up records management training over Christmas**
  - Staffing
    - 10 staff members
      - Everyone has MLIS, except one but was grandfathered in
      - 2 in special collections
      - Rest in archives
    - 10 student workers (4 work studies, 4 hires, project people)
    - 4 volunteers
    - History is lost if they don't actively seek what isn't required to be kept by law
  - Processing University Records
    - There is often no original order and just in chaos in boxes turned in
    - Try to respect original order but usually it's not possible
  - Description of University Records
    - Research Guide: make a list of materials which are particularly useful for specific topics that the guides are created for
  - Finding Aids at UNCG
    - Read the extract. If that's not useful, you probably don't need to read the rest
    - Collection Arrangement
      - Series (topics which are similar)
  - Why is EAD better than HTML
    - Interface
    - Behind the scenes language (tagging, more searchable, hits better in searches)
    - HTML is more like pictures
  - Related Materials
    - Tend to be only stuff held by UNCG
  - Challenges for all archives in 2010/2011
  - UNCG's Challenges 2010/2011
    - Merging Special Collection and Archives websites into one
    - Have to prep collections before they can be moved upstairs to the new location
  - SCUA's Objectives for 2010/2011
    - Website doesn't have mission statement, vision statement
    - New website will be launched soon
  - Lots of cross-training in the library in the future
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- We should have our papers back by Thursday.
  - Site paper due is Monday by Blackboard Dropbox
    - Compare and contrast the operations of the three visits
    - 750-1200 words
    - Site 800-100 words

- Oct. 4th: Processing reading response due
  - Compare Messiner and Green to other readings for Oct. 5th
  - There is extra readings on the next page
    - Roe, Deerstein, Ham, Rothfall, when is a collection is processed
- Gather as much information and put it together in the accession record in the beginning.
  - Collections may continue to grow over time.
- Statement of Gift
  - May have a footnote, illustrated by an asterick \*, that lists restrictions or special notes.
- If you break a gift agreement, then you'll jeopardize the entire collection and their gift agreements.
  - If you ever realize someone is a mass murderer but the collection is restricted, you can't turn it in.
- See if donors won't give some money to support the care, arrangement, management of their collection.
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