

THE ACADEMIC ARCHIVIST
Newsletter of the College and University Section
Society of American Archivists

<http://www2.archivists.org/groups/college-and-university-archives-section>

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FROM THE CHAIR

August 6, 2010

Dear Colleagues:

This is my last message to you as Section Chair and as such it provides a nice opportunity to take stock of Section accomplishments of the past two years and to acknowledge the outstanding contributions of our members and officers.

Much of the work this year has been about sorting out administrative and governance issues. Not glamorous, perhaps, but I believe that removing a layer of confusion from the Section's operations better positions us for a future characterized by more substantive collaborations, productive initiatives, and responses to the challenges that concern us all as college and university archivists.

This past year has seen the implementation of online elections, with over 300 Section members voting – more than twice the number of people who were able to participate last year. 2010 has also witnessed the migration of the Section website and all content to the SAA's new Drupal server, and a thorough, participatory review of the Section newsletter and website with development of specific recommendations for the future. Finally, this year has also beheld a bylaws revision that brings the Section into compliance with Council mandates.

These achievements have all been team accomplishments. It has been a great pleasure to work this past year with Vice Chair and Chair Elect Tamar Chute, with steering committee members Heather Briston, Maria Estorino, Jay Gaidmore, Kevin Glick, Chris Prom and Rachel Vagts, with newsletter editor Chris Laico and webmaster Claude Zachary. The SAA staff has been tremendously helpful as well; a special thank you to Brian Doyle for his assistance this year.

Best wishes and looking forward to seeing many of you in DC. The Section meeting is Thursday, August 12th from 1:45 PM to 3:45 PM. The agenda has been posted on our new website! [*See, Section Meeting, Washington, DC 2010*]

Best wishes,

Beth

Beth Kaplan
Chair, College & University Archives Section

**College and University Archives Section:
Website and Newsletter Discussion Document/Recommendations**

August 2010

A subgroup of the Steering Committee (Maria Estorino, Jay Gaidmore, and Chris Prom) reviewed the C&UA Section Website and Newsletter. We solicited feedback from Website Editor Claude Zachary, Newsletter Editor Chris Laico, and other members of the Steering Committee. We make the following recommendations, and would like to consider any additional ideas that Section members might provide at the Section meeting or via comment to members of the Steering Committee.

1. Section Website

- Our existing content can be managed very easily in SAA's new Drupal system. Most of the content has already been migrated. Any additional content should be migrated over the next several months.
- SAA has configured Drupal for three permission levels/roles. Our Website editor, Chair and Vice-Chair should be given the highest level of control, the "Group Editor" role. All other members of steering committee and Newsletter editor should be given "Group Officer" role, which will allow them to edit the group description and group pages, as well as the Newsletter. The Newsletter editor should be provided the "Group Contributor" permission level, which provides access to edit Newsletter pages. Upon request, additional Section members could be provided the Group Officer or Group Contributor designation.
- Drupal has a separate module for posting meeting minutes. We should use this mechanism, rather than the Newsletter, to publish meeting minutes.
- We should organize content better, since there are opportunities to enhance our web presence so that the Section site not only serves the needs of our group but also functions as a resource for the larger C&U community. The sites for other SAA sections and roundtables provide examples of some basic things we can do to develop our website. Some examples include: a Governance section that would bring together the Section by-laws, steering committee manual, annual reports, committees/task forces, and related info; a Resources section that links to the Guidelines for C&UA, the Thesaurus for use in C&UA, books in the SAA bookstore on C&UA, etc. We could have an Annual Meeting section that gives info about the Section meeting and sessions of interest to C&UA.
- We may also wish to develop a C&UA Section blog, following the model of the LACCHA Roundtable blog, where that group attempted to create a space online for discussion of Roundtable matters: <http://laccha.blogspot.com/>. The Drupal features could potentially allow the section to develop a collaborative work space, if we want to use it that way, but it may be difficult to configure given the current permission/role settings that SAA has configured.

1. Newsletter

- Regarding the Newsletter, Drupal provides an easy way to post the Newsletter in HTML instead of PDF. It is very easy to use and allows the editor to insert images, linked files, etc. We should eventually transition to this format. In order to facilitate this change, Chris Laico has generously offered to continue as editor for a year, publishing the newsletter in PDF during this time. We therefore recommend that the section accept this offer and recruit a new editor, who would begin work in the summer/fall of 2011. The new Newsletter editor should review the format, which currently consists mainly of long-form articles. For example, we might include a section for short, one paragraph announcements, changes of job, etc.

Reference and Processing Collaboration Group of the RAO Section Update

The Reference and Processing Collaboration Group of the Reference, Access, and Outreach Section has recently updated its stated goals and objectives and begun work toward fulfilling them. The charge of the group is to gather and share information on customized levels of processing with particular emphasis on public services. The members of the group are volunteers and represent a broad range of constituencies.

Responsibilities of the group include:

- Compiling a bibliography or literature review relevant to the levels of processing proposed by Greene and Meissner. (If you have sources to submit, please see the bottom of page 4 for contact information.)
- Soliciting repositories for processing manuals. (The group is currently soliciting examples of processing manuals and any processing-relevant policies.)
- Surveying archivists regarding repositories' processing and public services practices and summarizing and synthesizing survey results, processing manuals, literature, and other appropriate resources and information.
- Proposing assessment measures and models to judge the impact of customized levels of processing on users and public service archivists.
- Offering models, workflows, or other means for public service archivists and other repository staff to benefit collections and users.
- Fostering communication within the working group and the larger archival community while work is underway via appropriate means that allow and encourage communication, collaboration, and feedback.
- Maintaining an appropriate tool to document the working group's results and encouraging collaboration from outside of the working group.

- Actively participating in reviews of the group’s progress and purpose and making recommendations for appropriate further actions.

The working group will strive to provide timely updates to appropriate SAA constituent groups, other organizations, and the larger community of archivists as appropriate. At least two updates must be provided annually to the steering committees of endorsing sections including one in advance of and/or at the annual meeting of the Society of American Archivists. These reports will then be made available in whole or abridged form as appropriate at a minimum via the section blog, newsletter, and/or listserv as well as via any additional communication mediums (wiki, blog, etc.) established by the working group.

The goal of the working group is to serve an advisory role. All of the products we generate are intended to benefit the larger archival community and users of repositories. If you have any thoughts or suggestions, please contact co-chairs Shannon Bowen Maier (sebowen@uwyo.edu) or Daniel Santamaria (dsantam@princeton.edu), or College & University Archives Section representative Christie Peterson (save4use@gmail.com).

(Submitted by Christie Peterson, Processing Archivist, Muskie Archives & Special Collections Bates College, Lewiston, ME.)

IN THE NEWS

Idaho: New Digital Collection Launched at Boise State University

Spectacular fires, historic firefighting equipment, and Boise city streetscapes are among the images preserved in the Doc Roach Fire Digital Collection at the Boise State University Library. A Boise city firefighter for more than 50 years, Doc was one of the few firemen who worked from the days of horse-drawn fire engines, witnessed the introduction of motorized equipment in 1912, and also used gasoline pump trucks. Doc Roach was not a photographer himself, but rather a collector of photographs documenting the fire fighters, equipment, major fires, and fire prevention education in Boise from 1911-1965. These photographs also document the growth of Boise from a small town to a city in the first half of the 20th century, including shots taken of the greater downtown area, capturing changes in transportation and buildings.



“Avenue Market Fire,” November 5, 1951.

The Doc Roach Fire Digital Collection features 70 images from 1904 to 1965 and is drawn primarily from Doc Roach's photograph collection and is supplemented by related images from other collections in the Boise State University Library Special Collections. Other digital collections from Boise State University can be viewed at Albertsons Library Digital Collections.

(Submitted by Erin Passehl, Librarian/Archivist, Special Collections, Boise State University, Boise, ID.)

Iowa: Online Exhibit: "LGBT Life in Iowa City, Iowa: 1967-2010" Receives Award

The online exhibit "LGBTQ Life in Iowa City, Iowa: 1967-2010" recently received honorable mention among over 30 entries nationwide in the OutHistory.org "Since Stonewall Local Histories Contest" sponsored in part by The Center for Lesbian and Gay Studies, City University of New York.

The exhibit chronicles the recent history of the lesbian/gay/bisexual/transgender communities in Iowa City. Content was drawn from collections in the Iowa Women's Archives, the University of Iowa Archives, and from the personal collections of several members of the community.

More information about the competition is available at: "Since Stonewall Local Histories Contest" Press Release.

(Submitted by David McCartney, C.A., University Archivist, Dept. of Special Collections, University of Iowa Libraries, Iowa City, IA.)

Massachusetts: Tufts University Releases Two Deliverables from Its TAPER Project

The Digital Collections and Archives (DCA) at Tufts University would like to announce the release of two deliverables from its TAPER Project (Tufts Accessioning Program for Electronic Records), a National Historical Publications and Records Commission (NHPRC) Program Expansion Grant to design, develop, and implement machine-readable submission agreements and records creator records.

The two deliverables are: 1) Version 1.0 of the XML schema for submission agreements and 2) Version 0.9 of the submission agreement builder tool. Both are available at Tufts University, Digital Collections and Archives.

The TAPER Project focuses, in part, on creating and implementing a submission agreement XML schema and a submission agreement builder tool. The submission agreement builder tool has a user-interface that guides records producers through the process of transferring materials to the archives. Once a records producer enters the necessary information regarding his or her transfer into the builder tool, the tool sends a notice to the archives and creates an XML-encoded submission agreement. The result is

a machine readable agreement that documents the transfer, informs the records producer of the expected preservation measures the archives will take to protect the records, and prepares the archives for the expected nature, volume, and timing of the transfer.

There will be a SAA session (#703 “Tools and Processes for Trustworthy and Scalable Electronic Accessioning”) about the submission agreement schema and builder tool and other accessioning tools and processes from the Library of Congress and the Kentucky Department for Libraries and Archives on Saturday, August 14th from 2:00 PM to 3:30 PM.

Version 1.0 of the submission agreement builder tool and other deliverables from the TAPER project should be available later this year. For updates, please check the project website at TAPER: Tufts Accessioning Program for Electronic Records.

(Submitted by Veronica Martzahl, Records Archivist, Digital Collections and Archives, Tufts University, Medford MA.)

Please transmit your newsletter submissions to:
Christopher M. Laico, Processing Archivist, Rare Book and Manuscript Library, Columbia
University at: CL880@COLUMBIA.EDU
