

SOCIETY OF AMERICAN ARCHIVISTS

Archives Management Roundtable Newsletter

JULY, 2002

SOCIETY OF AMERICAN ARCHIVISTS 2002 ANNUAL MEETING Birmingham, ALABAMA

Archives Management Roundtable

Saturday, August 24, 2002
8:00 AM-9:30 AM

SPECIAL POINTS OF INTEREST:

- Roundtable meeting in Birmingham
- Institutional Spotlight: CSU- Dominguez Hills
- *Professional and Institutional news wanted*

The roundtable will feature a presentation entitled, "Go Ahead and Hire Your Next Supervisor!" Pamela Burks, director, Cultural Diversity & Career Development, University of Alabama at Birmingham will be the commentator, and the presenters are Lois Hamill, assistant archivist and special collections librarian, College of the Holy Cross, and Mott Linn, coordinator of archives and special collections, Clark University.

Please join us for this bonus mini-session and business meeting. In addition to the presentation we will be developing session proposals for SAA's 2003 meeting in Los Angeles, CA.

Institutional Spotlight: The CSU and CSUDH Archives

Without doubt the most distinctive feature of the Department of Archives and Special Collections on the California State University, Dominguez Hills (CSUDH) campus is that it is home to two distinct, unrelated archives. Along with the University Archives and Special Collections, the Department also houses the California State University (CSU) Historical Archives. Though both

collections reside on one campus and share one facility, each archives has a distinct mission, distinct primary user groups, and distinct collection development policies. As such the management of the Department presents a unique set of challenges and opportunities for its staff.

While the CSU system was founded in 1961, the Archives was not created until 1979. The work of collecting and transferring records began in 1981, with the designation of the Dominguez Hills campus as their home. As the CSU has grown into the largest state college system in the United States, with twenty-three campuses across state in 2001, almost every one of the campuses, including Dominguez Hills, has developed its own archives. Therefore, the Board of Trustees decided the CSU Archives would contain materials having only system-wide importance. Consequently, much of the material documents the early year of the CSU system, especially the activities of the Board and the Chancellor's Office, both currently located in Long Beach, about 11 miles west of the CSUDH campus. The CSU Archives Advisory Board, composed of campus archivists and other key CSU personnel convenes twice a year to consult with the CSU Archivist.

The University Archives and Special Collections, which shares facilities and staff with the CSU Historic Archives, has a different collecting focus, different mission, and different users. University records of enduring value retained by the Department are complemented by local history materials and a collection of nineteenth century popular American literary manuscripts.

The position of archivist for both archives is that of CSUDH faculty member, reporting directly to the Dean of the Library. The CSUDH Library budget solely supports the archivist's salary, while the Office of the Chancellor allocates funds to the CSU archives in support of extraordinary needs such as interns, oral history salaries, and other special items. The internship program has provided opportunities for students from two nearby schools in particular, the California State University, Fullerton and the University of California, Los Angeles. The management lessons learned during the internship have proved invaluable for students; former interns have gone on to work at institutions such as the Getty and the Jet Propulsion Laboratory.

— Submitted by Mahnaz Ghaznavi, Project Archivist

Professional or Institutional News Wanted

Roundtable members are encouraged to submit professional accomplishments and institutional news items for inclusion in this newsletter. Please send submissions to Kerrie A. Cross, University Archivist, Albert Emanuel Hall Room 211, University of Dayton, Dayton, OH 45469-1360, or Kerrie. Cross@udayton.edu.

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