

## College and University Archives Section Annual Report: 2010

Date: October 4, 2010

Name of Section/Roundtable: College and University Archives Section

### Officers:

Chair - Tamar Chute (Ohio State University)

Vice-chair/Chair-elect - Becky Schulte (University of Kansas)

Steering Committee – Heather Brison (University of Oregon), Ellen Engseth (University of Wisconsin-Milwaukee), Jay Gaidmore (University of North Carolina, Chapel Hill), Cynthia Ghering (Michigan State University), Kevin Glick (Yale University), Chris Prom (University of Illinois)

### Report from annual meeting:

- Number of attendees: 140
- Election results: Becky Schulte was elected Vice-chair/Chair-elect. Ellen Engseth and Cynthia Ghering were elected to Steering. Because the Section changed the bylaws to comply with SAA rules, Tamar Chute (who was vice-chair) was also elected Chair.
- Summary of meeting activities:  
(or attach minutes or newsletter accounts)  
Please see attached meeting minutes (pages 3-12).

### Completed projects/activities

The projects and activities this year involved updating administrative and governance issues to position the section in a better framework for the future. This included:

- a. Migrating the website to Drupal
- b. Conducted a review and developed recommendations to revise the section newsletter and website
- c. Revising the section bylaws to make the section compliant with SAA rules. This included a new vice-chair/chair elect system and the election of the members of the Steering Committee. Revising the bylaws was done by consulting with many different people and gathering input from members of the Steering Committee, Council, and SAA staff.

### Ongoing projects/activities

There are three immediate goals for the Steering Committee – update the bylaws so they are completely compliant, transitioning to the new newsletter structure online, and adding content to the website to make it more user-friendly.

### New projects/activities

Some members of the Section are also interested in reviewing the *Guidelines for College and University Archives* for possible revision and eventually approval by Council.

### Diversity initiatives

At this time there are no specific diversity initiatives taking place in the Section. There is some concern about the elections including representatives from all areas of the country and sizes of

## College and University Archives Section Annual Report: 2010

institutions. The Steering Committee will be reviewing our nomination and election procedures to determine how to handle this.

### Questions/concerns for Council attention

Although members of the Section understand that the annual meeting dates are often influenced by the location, C&U strongly encourages Council to look at dates in early August rather than later during the month. It is difficult for C&U archivists to attend if their institution's fall term begins the same week as the meeting.

**College and University Archives Section Meeting  
Washington, D.C.  
August 12, 2010**

2. Beth Kaplan, section chair, welcomed everyone to the meeting
3. Approval of 2009 meeting minutes published in *The Academic Archivist*, Winter 2010
4. Reports:
  - a. Beth Kaplan gave the chair report and discussed what was accomplished by the Section this year. Mostly this involved administrative and governance issues to position the section better for the future. This year included:
    - i. Online elections for the first time
    - ii. Migrating the website to Drupal
    - iii. Participating in the review of the section newsletter and website
    - iv. Revising the section bylaws to make the section compliant with SAA rules. This included a new vice-chair/chair elect system and the election of the members of the Steering Committee.
  - b. Beth Kaplan thanked Steering Committee, particularly out-going members Rachel Vagts and Maria Estorino, Chris Laico (Newsletter Editor), and Claude Zachary (Website). She also thanked Tom Rosko and Charlotte Brown for being part of the Nominating Committee. Finally, Beth thanked the members who ran for positions and encouraged continued engagement in the section.
  - c. Tom Frusciano gave the report from SAA Council. Tom reported the issues being discussed by Council including the dues increase needed. They will be reviewing online voting and hope to use it for other decisions like changes to the bylaws. Council has approved the revision of the EAD Roundtable's mission to make it broader. They are also reviewing the statement on diversity and a draft of a values statement written by the Committee of Ethics. This ethics statement will go out to the membership for comment shortly. Council is reviewing the guidelines for graduate programs in archival science as well. The SAA Foundation Board is concentrating on fundraising for the celebration of the 75<sup>th</sup> anniversary of SAA. They hope to cultivate a culture of giving in the organization.
  - d. Rachel Vagts, chair of the Nominating Committee, gave their report.

## College and University Archives Section Annual Report: 2010

The C and U Archives section conducted its first online election this year.

The nominating committee was chaired by out-going steering committee member Rachel Vagts (Luther College). The committee consisted of Tom Rosko (Massachusetts Institute of Technology) and Charlotte Brown (University of California-Los Angeles).

This year marked a transition to a chair /chair elect model, so Vice Chair Tamar Chute (The Ohio State University) was the sole candidate for chair of the section.

Candidates included:

Becky Schulte (University of Kansas) and J. Gordon Daines (Brigham Young University) for vice chair/chair-elect.

Susanne Belovari (Tufts), Ellen Engseth (University of Wisconsin-Milwaukee), Cynthia Ghering (Michigan State University) and Tom Sommers (University of Nevada – Las Vegas) running for two steering committee positions.

292 of 1321 eligible participants voted. 125 people voted in person at the 2009 SAA meeting in Austin, Texas.

Elected:

Tamar Chute  
Becky Schulte  
Ellen Engseth  
Cynthia Ghering

Submitted by

Rachel Vagts  
Luther College  
Nominating Committee Chair

September 17, 2010

- e. Chris Laico, Newsletter Editor, was unable to attend, so Beth Kaplan gave his report.

Dear Colleagues:

Since our last meeting in Austin, through your unstinting support, the College and University Archives Section (Section) produced three issues of *The Academic Archivist* totaling 21 pages.

Please send you submissions to my attention: Chris Laico at [CL880@COLUMBIA.EDU](mailto:CL880@COLUMBIA.EDU). As a simple guide, please limit your newsletter submissions to such institutional announcements as professional conferences, programs, projects or section related business.

I wish you all a successful meeting and thank you again for your enthusiastic support of *The Academic Archivist*.

Sincerely yours,  
Chris Laico

- f. Jay Gaidmore gave the report of the website/newsletter review committee.

**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 CU 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.

**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: 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&U A, the Thesaurus for use in C&U A, books in the SAA bookstore on C&U A, etc. We could have an Annual Meeting section that gives info about the Section meeting and sessions of interest to C&U A.
- We may also wish to develop a CU 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 spaces, 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.

**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 a year for editor, 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 editor newsletter 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.

5. Announcements

- a. Tim Pyatt announced the work of the Committee on Ethics and Professional Conduct in creating the ethics statement. There will be several opportunities for the membership to comment on the statement, and Tim encouraged everyone to do so. They have also worked on a SAA values statement that is a companion to the ethics statement. Please comment on both.
  - b. Christie Peterson reported on the Reference and Processing Group, which is sponsored by the Reference, Access, and Outreach Section. The group was created to compile and synthesize information and assessments on MPLP. They are compiling a bibliography and will post it online. Christie asked for assistance from the section with finding papers, presentations, etc. involved in this topic.
  - c. Christie Peterson then reported on the 2011 Program Committee. SAA will be held in 2011 in Chicago. It is the 75<sup>th</sup> anniversary and since it is not a joint program, they will need more submissions than in previous years. The theme is “Archives 360” and is intended to be as broad as possible. The due date for submissions is October 1. College and University Archives Section will have 2 endorsements, which is considered during the process of choosing sessions. This year is slightly different in that individuals can be part of multiple sessions during the proposal stage.
  - d. Jackie Dooley reported on the OCLC Research taking place right now. Please see: [www.oclc.org/research](http://www.oclc.org/research) for a complete list of the projects and activities.
  - e. Lisa Mix from the University of California San Francisco spoke on the SAA Publications Board. They recently published a new campus case study on podcasts at the University of Michigan. They continue to look for more publications.
  - f. Alex Lorch reminded the membership that the NHPRC had a space in the vendors/exhibit area and encouraged people to visit them.
6. Following the announcements, those in attendance chose the break-out discussion group they wanted to join. What follows are the brief reports on each group:

**Priorities for the Section led by Beth Kaplan**

Ideas:

1. Concerns of small colleagues. How to ensure consistent adequate representation of small colleges in C&UA leadership?

Staggered elections? E.g., in odd years, have all candidates from small institutions run against each other?

Develop a mechanism for similar types of institutions within C&UA to work together. Sub-sections?

Breakout discussion groups by institution size / type?

2. Session proposals: suggest that folks submitting proposals that are specific to C&U issues for SAA 2011 note on their proposal forms that the C&UA group is one third of the membership (not sure if that is correct) and that is a broad audience.
3. Complaints about dates of SAA often conflicting with dates of semester starting, discussion of history of this complaint.
4. C&UA "Guidelines" document: would there be another way to move this forward? Discussion of why it was not approved by Council in 2005, suggestions about re-framing it in terms of best practices.
5. Start a C&UA blog as a way to engage membership.
6. Annual section meetings. To save on time, try to have some information (like Council rep's report, program committee, etc.) shared online? Possible topics for future programs: archives orientation training; advocacy; success stories/
7. Newsletter / blog as forum for sharing "success stories".
8. How does C&UA tie into SAA's strategic goals? (suggestion - review the section's diversity report to council, submitted a few years ago by Betsy Pittman, as an example of the section supporting SAA goals.)

### **Digital Asset Management led by Rachel Vagts**

Our group's discussion centered around digital asset management systems. We discussed what systems people are using and the pros and cons of the systems. Cynthia Ghering from Michigan State University shared about MSU's digital curation study that they have recently conducted. They surveyed content creators and IT staff across their campus to look at what systems are being used and how.

We discussed how there are many types of systems including, but not limited to Digitool, Content DM, Fedora, DSpace, ResourceSpace and many others.

We discussed the process that CLIR used to look at archival management systems and wondered if it might not be prudent to do a similar study of DAMs. There doesn't necessarily need to be a whole new tool developed, but that existing tools could be developed further to meet our needs. It is important for us to be able to know what we need in a digital asset management tool and to be able to match the tool to our institutional digital needs. Years ago we found physical space to house records, now we need to find appropriate digital space to do the same.

The challenges are different based on our institutional set-up. Cynthia recommended we look at the reports in the MSU appendices from their study--there is a great deal of information on the various systems they are using in their campus including preservation information.

## **Documenting Student Organizations led by Jay Gaidmore**

### ***Ideas for collecting these records***

Many student organizations meet nights and weekends so if you want to speak with these groups prepare to do so at outside of normal working hours.

Another suggestion was to treat student organizations as you do administrative and academic departments and have them designate a liaison with the Archives, similar to records management liaisons.

Work with student government to revise by-laws so officers are aware that records should be sent to the Archives. Send reminder emails towards the end of each semester asking for a transfer of records.

### ***Harvesting websites:***

Harvesting websites is an excellent way to document student life and the history of student organizations. Duke University is using Archive-It, a subscription service offered by the Internet Archive, to capture the websites of student organizations. However, many student organizations are not using the URL's provided them by their universities, thus creating dead sites. Instead, many of these student organizations are using Facebook.

### ***Deeds of gift and access restrictions:***

Old Dominion University has the records of a fraternity, whose historian had come into the Archives to use them for an upcoming anniversary. The historian said no one but him is really interested in these records so he asked they be returned to the fraternity. The ODU archivist declined this request, but cautioned other archivists to get deeds of gift for records of student organizations.

Officers of organizations should make the donation of records official and clearly spell out any access restrictions including who in the organization can grant access to interested patrons. This pushes the question of access away from the Archives.

One institution restricts access to fraternity materials to those with membership cards.

For secret societies, a new contact with the Archives is designated each year. If a new contact is not designated, the records of the secret society become open. This policy provides the impetus for the secret society to maintain contact with the Archives.

### ***Organizations to focus on:***

Student Government

Big Social Organizations

### ***Partners in collecting student organization records:***

Work with alumni, who years after graduation, may have records to donate, or current contacts with these organizations.

Faculty representatives do not turn over as much as the students. They can provide continuity over the long-term.

Organization historian – can help find money for processing records and fill in gaps in the records.



One institution had success collecting intramural records by working with the Interfraternity Athletic Council.

Another institution suggested the creation of a Student Advisory Group to identify student organizations to solicit for records and help with the solicitation.

Student Activities Office can help with funding and raise awareness.

Freshmen seminars get students familiar with the Archives and provide an opportunity to solicit materials.

Alumni Office – use them to help engage current students on the history of the institution, use them to recruit students to help solicit records from student organizations with the idea that students are more comfortable dealing with other students.

***Raising Awareness:***

Give out t-shirts or posters as prizes if student uses collections for research or brings materials to Archives.

When hosting a public program on any topic, lure students to attend by offering food and drink.

Motivate student organizations to donate materials by demonstrating the use of this material.

Launch a competition between fraternities and sororities.

Put up exhibits and host show and tells – bring out your best and most interesting stuff.

Identify upcoming anniversaries and offer assistance in celebrating these anniversaries.

***Digitization Projects:***

Digitization of student newspapers is an excellent project and generally receives good support from the current student body, alumni, and the development office. They provide a more robust documentation of student life than student organization records.

University photographs

Yearbooks – issues with copyright, Alumni Offices will support the digitization of yearbooks but will resist putting up more recent years to prevent data mining by marketers.

***Electronic records:***

Harvard has collected a tiny amount of email but has not been successful.

Subscribe to e-newsletters and group listservs.

**Donor Relations led by Heather Briston**

Challenges

- Development not allowing you to talk to major donors, even if it is only about their papers.
- Development not working with archivist before accepting materials from donors that are big supporters of the university
- The “drive by” donor –otherwise known as unsolicited gifts
- Piecemeal donors

Solutions/Ideas

- Make sure any acceptance or collection development form, even prior to deed of gift, explicitly states that materials can be disposed of or returned as the repository sees fit
- Have clear, posted collection development policies. Use this as a way of saying “no.”

## College and University Archives Section Annual Report: 2010

- Develop good relationships with Development
  - We have resources that can help them in their outreach and relation-building
    - University history, fundraising
  - Tell them about our acquisition/collection development policies
  - Work with Development and donors to manage expectations in regards to processing level and time/costs
    - Work on developing formulas for estimating costs of processing and include that in the request for papers/funding
- Think about adding a sustainability clause to your collection development policy
  - Taking in collections incurs costs; can we sustain the collection offered? Make donors aware that we consider this in appraising a collection
    - Policy examples – Dartmouth, ASU
- Faculty Papers Collection development
  - Resources – articles by Christine Weideman at Yale; Harvard “Documenting Your Career”
  - Recognition in the field
  - High level administrator/long time of service
  - Teaching awards/innovative work
  - Asking for copyright, and other IP

### **Innovating use of technology led by Kevin Glick**

Thirty-seven people participated in an interesting discussion. Topics of discussion included:

- Archiving Facebook was discussed, particularly the technical issues, preservation issues, and legal issues involved.
- Crowd sourcing the tagging of unidentified photographs in our collections was discussed. Archivists described using different tools, including Flickr and Facebook. There was discussion of the privacy issues, how to get the word out about the project, and whether there needs to be a monitor to the tagging.
- Crowd sourcing the description of audiovisual materials (is it possible to do the same thing?) was discussed. Archivists described using YouTube and Vimeo. There was discussion of rights issues, how to get assistance from media services on campus, working with the campus newsletter or public relations staff, and getting student to do much of the work.
- There was discussion of the problem that physical scrapbooks, facebook, and yearbooks are disappearing.
- Open source digital object delivery systems were discussed. This topic garnered a number of questions, but not too many answers. Examples discussed included Drupal, Omeka, Gallyer, and Greenstone with the commenting layer.
- A few archivists described their use of Wikipedia, either for information about their school or its alumni, or for information about the subjects of other collection holdings. There was discussion about how it can increase traffic to online archival finding aids.

- The last discussion surrounded preservation planning for digital collections and the Planets preservation planning tool. We ran out of time before much discussion developed around this subject.

### **Dealing with email led by Michael Shallcross**

Our session commenced with a description of the MeMail project at the University of Michigan's Bentley Historical Library. The initiative, funded by the Mellon Foundation, is focused on developing the workflow and resources necessary to preserve emails of record written and received by administrators at the University of Michigan.

The brief description of the project led to a discussion of the difficulties inherent to an email archiving project. The conversation touched upon:

1. General Issues
  - a. The cost of commercial email archiving systems (as well as their tendency towards capturing everything so as to meet e-discovery requirements)
  - b. The nature of email: different individuals use email for different purposes (file sharing, document storage, etc.) and it is often a very personal means of communication.
  - c. Diverse email systems present on campuses and the challenges posed as a result (i.e. in establishing different procedures for MS Exchange and IMAP servers).
  - d. Securing the cooperation and buy-in of record creators
    1. Email is used in the line of university / college business and therefore may be considered records akin to paper correspondence
    2. These individuals need to feel comfortable with the capture and preservation of their electronic correspondence.
    3. Record creators need to assist in identifying emails of record (a point also discussed in appraising email)
    4. The importance of educating administrators in regards to the nature of records of value
  - e. Coordination of the archives with IT staff.
    1. Archives often have limited technical resources and abilities
    2. Participants noted that there are sometimes disconnects in how IT departments and the archives approach email archiving
2. Work flow
  - a. Appraisal:
    1. Given the large amount of routine correspondence and spam present in email systems, the process should be automated or take place before records are transferred to the archives.
    2. The Bentley Historical Library's MeMail project involves record-creators in the identification of emails of record
  - b. Transfer to archival custody:
    1. The Bentley Historical Library has record creators transfer email to an archival mailbox to which archivists have access and from which content can be retrieved on a regular basis.

## College and University Archives Section Annual Report: 2010

2. Other solutions to the transfer of email included saving messages to removable hard drives, CDs or DVDs and also printing out material in a paper format.
- c. Arrangement and description
  1. Discussion touched upon the appropriate level of description and how much is necessary (item is impossible; series is more feasible)
  2. The
- d. Storage
  1. We discussed the possibility of using a DSpace repository to store email
  2. Preserving messages on removable media or hard drives
  3. Printing content to paper

In sum, the participants were very aware of the challenges involved with email archiving and at the same time are very interested to know how other archivists are handling this challenge. Participants hope to hear more about this topic at next year's conference.