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2007

LACUNY Archives and Special Collections Roundtable Meeting Minutes, April 2007

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Minutes for the Special Collections and Archives Roundtable
Tuesday, April 24, 2007 2:30-4:30 at Hostos Community College

Present:

William Daley ? Megar Evers (Archives); Islam Aminul ? Medgar Evers (Media); Julio Hernandez-Delgado ? Hunter (Archives); Mario H. Ramirez ? Hunter (el Centro); Amanda Timolat ? Hostos; Keith Muchoski ? NYCTC; William Casari ? Hostos (co-chair); Ellen Belcher ? John Jay College of Criminal Justice (co-chair); Phyllis Niles ? BMCC; Janet Munch ? Lehman

Not represented:

Baruch, Bronx CC, Brooklyn, CCNY, CUNY Law, Graduate Center, Kingsborough, Laguardia, Laguardia & Wagner Archives, Queens, Queensborough, CUNY Central

EAD Finding Aids

Amanda brought up the suggestion that we should all use a standard form of finding aid and encode them into EAD (Encoded Archival Description). She mentioned that the Archivist Tool Kit, which includes an EAD generator is now in beta form, for a fee as a collaboration with NYU. She explained that it works as a tool for finding information, similar to a database to pull out information. She feels that EAD is the right priority for CUNY. She suggested that we apply for a CUNY-wide grant to encode our finding aids. Hostos now has one EAD finding aid linked to the MARC record.

Mario (el Centro) agreed on standardization reported that they now have 20 EAD finding aids, created by outsourcing the encoding funded by a grant. He also mentioned that a different program, DACS (Describing Archives Content Standard) is available from SAA.

No one else at the meeting currently has EAD finding aids. Julio (Hunter) said that he is working to get his finding aids up on the library's website in PDF form. Ellen (JJay) said that she has been working to do this as well, with some response from researchers searching the web for collections.

CUNY Board of Trustees Minutes

Bill (Hostos) presented the current situation with the Board of Trustees Minutes. The online version does not include attachments and indexes, from which most reference questions are answered. He pointed out an email from Bonnie Nelson (JJay) that found that the online and print versions do not always match. Legal and practical issues of access to these minutes were discussed. Ellen (JJay) said that the secretary to the board has offered to email the monthly minutes to anyone who emails her (Towanda.Lewis@mail.cuny.edu <mailto:Towanda.Lewis@mail.cuny.edu>) Janet (Lehman) mentioned that now there seems to be a CD version of the minutes that has now been cataloged by CUNY central, although it is not clear where the CD came from, or if it is official.

The Roundtable agreed to adopt a ?wait-and-see? stance for now, as we await the arrival of the 2006 volume to our collections. Janet offered to look into the origins of the CD. This issue will be revisited at our Fall 2007 meeting.

Email and other Born Digital Documents

Ellen (JJay) asked advice on handling all-college emails and memoranda, which she has been printing for the Archives and saving in electronic form. Most of the roundtable felt that this was unnecessary. However, Keith (NYCCT) suggested that all archivists get on the email list for College Council and other key committees. He prints out all minutes that are distributed for the Archives. The larger issue of emails archiving

was discussed Mario (el Centro) said that printing them out loses all electronic formatting and metadata.

Announcements

Bill (Hostos) reported that the November 10th workshop went very well, the program was distributed.

Ellen (JJay) reported on the Archivist Roundtable of Metropolitan NY meeting the day before on exhibits.

Bill (Hostos) reported that they have revamped the Hostos website and have produced brochures and postcards from the collections. Someone suggested adding a counter to the website. A discussion of the Hostos Archives advisory board ensued, which was required for the Documentary Heritage Grant. The board is comprised of a wide variety of disciplines and they meet once a semester. Bill also reported that the Meyers Collection is now processed and described

Sydney (CCNY) reported by email that her illustrated book on the history of CCNY is about to be published, and suggests that others look into creating similar books through Arcadia Publishing. She also reports that the Cohen library may be losing space due to transformers placement for other buildings. Periodicals will be moved to compact shelving.

Julio (Hunter) reported that the processing of the Harold Lewis Papers has been completed, a PDF of the finding aid will be put up on his website soon.

Mario (el Centro) reported that the Pedro Pietri Papers are now processed and opened; these papers of a Nyoric poet include artifacts. An event for the opening took place which was well attended.

Janet (Lehman) asked if others had to deal with donors (of books and materials) asking for plaques to commemorate their gifts. We agreed that plaques should generally be made for cash donations rather than books.

Old Business

We discussed the possibility of another workshop. Ideas were suggested including a workshop on library exhibits, a workshop on publishing from primary materials. We decided that this workshop will probably happen in the Spring 08 semester, and would require a subcommittee. We will discuss this further in our Fall meeting.

Next meeting, mid September date and location TBA

Please note that the election of one co-chair (to replace Ellen) will take place at this meeting.

Minutes of the LACUNY Archives and Special Collections Roundtable

* Meeting held: 6/13/06 *

* Location: John Jay, Library conference room *

In attendance:

Stephen Barto (Queens College)
Ellen Belcher (John Jay)
William Casari (Hostos)
Douglas DiCarlo (LaGuardia)
Marianne LaBatto (Brooklyn College)
Keith Muchowski (City Tech)
Janet Munch (Lehman)
Amanda Timolat (Hostos)
Sydney Van Nort (City College)
Jay Williams (Central Office)

The meeting began at 2:40 PM .

The minutes were approved from the February 15, 2006 meeting.

The roundtable decided to hold its Fall 2006 workshop on the digitization of CUNY special collections on Friday, November 10 th from 2:00-4:30 PM at a location to be decided later. A sub-committee comprised of Willaim Casari, Ellen Belcher, Steve Barto, Keith Muchowski and Jay Williams was created to organize the workshop. Keith Muchowski agreed to find possible location sites and report back to the sub-committee.

Janet Munch told the roundtable that beginning in Fall 2006 theses at Lehman College will be submitted in electronic format only?no paper. Theses will be entered into a database for storage and retrieval.

Jay Williams announced that a new retention schedule is being finalized by CUNY Central.

Sydney Van Nort announced that Arcadia Press is publishing a monograph on the history of City College . She added that Arcadia may be interested in publishing similar books about other CUNY institutions and that this could be a good publishing opportunity for a librarian and/or archivist.

William Casari said that the Documentary Heritage Program (DHP) grant is continuing at Hostos. He noted that the New York State Archives reports that is often difficult to find fluent Spanish speakers who also have archives training for processing projects.

Ellen Belcher has contacted Pratt and LIU about internships for students within CUNY archives. Pratt and LIU seem eager to partner on this.

Elections were held for co-chairs for academic year 2006-2007. Ellen Belcher of John Jay and William Casari of Hostos were elected.

The roundtable chose Tuesday, October 3 rd for its first meeting date of the upcoming school year. The meeting will be from 2:30-4:30 . A location has not yet been chosen.

The meeting adjourned at 4:00 PM .