

6-13-2006

LACUNY Archives and Special Collections Roundtable Meeting Minutes, June 2006

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LACUNY, "LACUNY Archives and Special Collections Roundtable Meeting Minutes, June 2006" (2006). *CUNY Academic Works*.
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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 10th 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 3rd 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.