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LACUNY Archives and Special Collections Roundtable Meeting Minutes, October 2006

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Minutes of the meeting of the LACUNY Archives and Special Collections Roundtable
Tuesday October 10, 2006, 2:30-4:15 PM, John Jay College

In Attendance: 
Ellen Belcher: John Jay College
Julio Hernandez Delgado: Hunter College
Kieh Muchowski, NYC Tech
Constance B. Williams: Queensborough
Sydney VanNort: CCNY
Bill Casari, Hostos
Amanda Timolat: Hostos
Janet Butler Munch: Lehman College
Phyllis Niles BMCC
Stephen Barto: Queens College

Not Represented: 
Graduate Center, CUNY Central, Baruch, Bronx Community College, Brooklyn College, CUNY Law School, Centro (Hunter), Kingsborough, LaGuardia Community College, Laguardia and Wagner Archives, Medgar Evers, College of Staten Island, York College

Welcome and Introductions
Minutes of the previous meeting were approved.

Workshop News
Keith discussed the present state of planning for the Digital Projects Workshop November 10th at Baruch. It will be held in a computer classroom that holds 30 people and can expand for more. The final lineups and agenda were discussed and approved. The workshop subcommittee will create a pamphlet sized handout for the event. We will apply to LACUNY to fund refreshments. All those present at this meeting plan to attend and will encourage their colleagues to RSVP.

General Discussion
Bill introduced a problem with a patron that came to Hostos, who arrived intending to scan an entire collection with his own scanner. These images were intended for publication in a book. In the same week, an in-house request came through that requested many images ASAP, which put a strain on the special collections staff.

A general discussion about photo duplication policies at the different colleges ensued. Diverse policies and procedures are apparent and are unique to each college. Fees for publication rights also are divergent, sometimes depending upon the applicant.

Janet reported that the Lehman digital project ?watermarked? all digital objects so they couldn?t be downloaded without permission. She has a use agreement for analog photos in place, permission is for one time use only. A fee for both analog and TIFF images is passed on to the patron.

Examples problems of responding to institutional requests for photos (often at the last minute) were put forward by many members. Additional problems of copyright were discussed, for example photographers of yearbooks at Queens. Janet has pursued this question with the Lehman College Lawyer.

Sidney has a form which called ?Release For Visual Work? which gives copyright release only to material CCNY has rights to. Costs to patrons are $35 or $100 per image, digital or analog. Julio said that Hunter has a sliding fee, depending on the patron and proposed use. For example, they charged a lot when Disney wanted a photo for a film.

CCNY, Hunter and others require two copies from the publisher of all
works to which they have granted permission to publish. One copy is often retained in Special Collections while the second is added to the general collections.

Not all of us have codified our procedures and policies on this issue. We agreed that we should share our policies and forms and procedures for further discussion in a future meeting.

Announcements
Steven announced that the Family History Fair, which has always been a part of Archives Week, was cancelled this year. No venue had been found to host it.

Ellen announced the acquisition of the Gary McGiven Papers at John Jay. She also announced the retirement of Jay Williams from CUNY Central. The position of CUNY Central Archivist and Property Manager was recently posted in the New York Times.

Julio announced the opening of the Luce Papers (a former Social Work professor)

Bill announced that Hostos will be part of the Latino History Consortium project.

Janet announced that Lehman will be hosting the Elizabeth I ALA traveling exhibit. The NY Council for the Humanities has given a grant for an accompanying lecture series. She is also embarking upon 3 digital projects, covering Public Art in the Bronx, and the Lehman Irish Institute.

Sidney announced a lecture on Morris Cohen in the CCNY library, and handed out flyers.

Meeting was adjourned at 4:15

Respectively Submitted
Ellen Belcher
John Jay College
Co-Chair

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 William 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 it 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.