

City University of New York (CUNY)

## CUNY Academic Works

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Meeting Minutes

Library Association of the City University of  
New York

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2015

### LACUNY Archives and Special Collections Roundtable, April 2015

LACUNY

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## **Minutes LACUNY Archivist and Special Collections Roundtable.**

Hosted by Centro at Hunter College School of Social Work, April 13, 2015

**In attendance:** Jessica Wagner, Steve Calco (Baruch); Marianne LoBatto (Brooklyn); Cynthia Tobar (BCC); Pedro Nocera, Pedro Hernandez, Juber Ayala (Centro); David Nocera, Chloe Smolarski, Andrea Vasquez (CUNY Digital History Project); Idilo Pena, Jhensen Ortiz, Jessy Perez (Dominican Studies Institute); Megan Wacha, Joan Kolarik (CUNY OLS); William Casari, Jorge Matos (Hostos); Louise Sherby, Maria Enaboifo (Hunter); Ellen Belcher (John Jay); Janet Munch (Lehman); Constance Williams (QCC); Julia Keiser, Obden Mondesir (Queens-SLIS), Yelena Novitskaya (Megar Evers); Sheldon Sheidlower (York)

**Not represented** – BMCC, CCNY, NYCTC, CSI, CUNY Central Archives & Records Mgmt, GC Library, Journalism, KBCC, LAGCC, LaGuardia and Wagner Archives, CUNY Law, Macaulay, Public Health, Social Work,

Meeting called to order 2:30pm

Minutes to April 2014 not available at meeting time for approval, later emailed to contacts for electronic approval.

### **News from the College Archives and Special Collections**

- Janet Munch (Lehman) presented her co-authored book [\*Bronx Faces and Voices: Sixteen Stories of Courage and Commitment\*](#) she also announced that Lehman has an ALA/NEH Grant application pending for "[Latino Americans: 500 Years of History](#)"
- Ellen Belcher (John Jay) announced recently acquired materials including the Eugene Canevari Papers. John Jay continues to add digitized books, including those [digitized in-house](#) the [Internet Archives](#); she encourages applications for the [Metro digital conversion grants](#) for other CUNY libraries to do the same (applications due July 30).
- Sydney Van Nort (CCNY) shared the LACUNY Archives Finding aid by email after meeting
- Louise Sherby (Hunter) announced that they have been [experimenting with Omeka](#)
- Scott Sheidlower (York) announced new collections
- Baruch has recently processed the [Institute of Public Administration Records](#) using the Archivists Toolkit
- BCC in the planning process of a collaborative grant to digitization project records of the [Hall of Fame](#) materials with NYU and Columbia

### **Digital Collection Development Policy**

Marianne LoBatto (Brooklyn) presented preliminary research on starting CUNY digitization policy. Currently there isn't one and she thinks we should start a conversation about it. This document is needed for many larger digitization grants. There are many frameworks to use and a handout was presented of several and key components of such a policy (perhaps Marianne can email this document to the group). Idea is that the CUNY policy would then be adapted to each institution based upon mission, goals, needs, user etc.

*Discussion:*

- Cynthia Tobar (BCC) volunteered to open a Google Document in which ideas on such a policy could be shared
- Baruch has a draft policy tentatively approved by library faculty, we also made distinctions between born digital and materials digitization.
- Queens is said to have a policy or policies in place (second hand information)
- Another policy to connect this policy to is the [CUNY records retention schedule](#) which applies to all records formats.

**CUNY Digital History Archive** <https://cdha.commons.gc.cuny.edu/>

Andrea Vasquez of the [GC American social history project](#) presented on this project. The 9/11 digital project was their first project. CUNY has untold stories – they are working to collect and preserve materials (digitally and in paper) including oral histories, using Omeka. This is a three pronged project library/archives, students/faculty, oral histories. They are applying for a collaborative grant with Queens College, possibility of survey project with LIS students visiting college archives.

David Nocera presented technical considerations, they are using the Omeka platform, they can ingest content given to them digitally by any route (i.e.: email, dropbox), some come from CUNY archives and uploading to their site. They can also digitize small amounts of paper materials at GC. Using Omeka harvesting, which offers enhanced web-discoverability. Also on Digital Public Library and METRO/Empire State Digital Hub. They also are working on web preservation such as archiving student webpages using the Memento 'Time Travel' and 'Mink' application – which retains embedded material. [Click here to participate](#)

**CUNY Academic Works (Institutional Repository or IR)** <http://academicworks.cuny.edu/>

Megan Wacha (CUNY OLS) presented on the upcoming Institutional Repository called CUNY Academic Works. They have three goals 1 centralized access to the community 2. Promote communication 3 collect the history of CUNY. The search optimization looks great in Primo/One Search.

Recommended items to consider uploading to the IR are: Student Newspapers, Theses, Dissertations, Faculty scholarly work, conference proceedings, oral histories, special collections materials etc. File format possibilities are many, image galleries are built in. OLS has standard text for uploading theses.

The downloads and meta data can be user generated if that option is chosen, each school makes the decision on what the back end will look like and who will have access. Also there's possibilities for statistics on users and downloads. This runs on software called [digital commons from bepress](#).

**Digital Library Content Management Systems in use at CUNY**

- Hostos [is currently using Omeka to display photographic collections](#) and pays \$1,000 per year. Subscription allows for additional storage and capabilities beyond the free version of the software. Additional images and documents will be added. Digitization of the images was done by a vendor. [eugenio.omeka.net](http://eugenio.omeka.net)
- Baruch is planning to use the IR and/or possibly [Archives Space](#).

- John Jay [implemented a digital library](#) using Collective Access, which involved 4 librarians and two paid consultants. It was very costly to get going.
- [CUNY on Dspace](#) is shutting down Greg Gossling at OLS is in charge of the migration of DSpace to the IR and will be working with every campus. An email was apparently sent to each campus but no one on this committee (the content creators and managers) received that email. No further information given on this process. Members of this committee, with hundreds of items on DSpace are concerned. ***Update, see 4/15/2015 email pasted below***
- This committee would very much like CUNY OLS to take the lead on establishing a single content management system for digitization on the CUNY campuses. Although it is not within the [mission of this committee](#) we are the de-facto committee on digitization.
- John Jay Theses Digital submission [using ProQuest](#) – we are working with the graduate studies office to implement digital submission of future theses first. Then we will work on digitizing previous theses. After embargo (if any) they will also go up on the IR. ProQuest has offered to store microfilm of our theses for free. We have a meeting with them in the John Jay Library Monday April 27 4pm. Email [ebelcher@jjay.cuny.edu](mailto:ebelcher@jjay.cuny.edu) to attend.

### **Queens SLIS Archives Program Student Connections**

Representatives and Graduate Students Julia Keiser, Obden Mondesir started new student chapter of SAA the Queens SLIS Archives they want to be in contact with us. They just had their first meeting, they would like to connect with us for internship and field work opportunities. They have been added to this committee's contact list.

### **Election Results**

William Casari (Hostos) and Ellen Belcher (John Jay) were unanimously elected co-chairs of this committee. It was not known by attendees what the duration of the chairpersonships is within LA-CUNY – 1 academic year?

- William Casari suggested that the roundtable meet once a semester, all attendees agreed this was a good idea.
- Ellen Belcher will continue to maintain the committee contact list, please contact her if there are any changes or additions [ebelcher@jjay.cuny.edu](mailto:ebelcher@jjay.cuny.edu)

Meeting adjourned approximately 4:30

### **Tour by our hosts Centro**

A PowerPoint presentation followed by a tour of [Centro- Center for Puerto Rican Studies](#) followed the meeting.

NEXT MEETING: TBA Fall 2015 semester

*Respectively submitted*  
Ellen Belcher, co-chair elect  
April 23, 2015

Addendum, 4/15/2015 email regarding DSpace

**Sent:** Wednesday, April 15, 2015 10:25 AM

**To:** [CULIBS-L@LISTSERV.CUNY.EDU](mailto:CULIBS-L@LISTSERV.CUNY.EDU)

**Subject:** CUNY Libraries' DSpace Collections

**Importance:** High

Hi Everyone,

Way back in Sept. 2014, I sent out a notice (below) about library collections currently in DSpace. I received only five responses from the libraries. As Megan, Joan, and I been visiting campuses talking about Academic Works, CUNY's new IR (institutional repository), the issue of DSpace collections is a topic that has come up. For those libraries that have DSpace collections to be migrated into Academic Works, OLS will handle that work directly over the next 3-6 months as we initialize your respective Academic Works environments. That work includes providing new submission workflows. Our goal is to move all relevant DSpace content into Academic Works and decommission the legacy DSpace environment by the end of the year. OLS has already migrated the LACUNY works into the new IR: [http://academicworks.cuny.edu/lacuny\\_meeting\\_minutes/](http://academicworks.cuny.edu/lacuny_meeting_minutes/).

If you have DSpace collections listed below, please contact Megan Wacha ([megan.wacha@cuny.edu](mailto:megan.wacha@cuny.edu)).

College	Collections	Works	Last Submission
City College	6	474	9/19/14
John Jay	16	87	5/12/14
City Tech	6	217	5/1/14
Hostos	2	53	5/14/13
LaGuardia	14	203	1/24/13
Baruch	4	30	2/3/12
BMCC	5	23	2/13/11
Brooklyn	9	1715	8/12/10
Graduate Center	1	264	4/3/09
J-School	1	1	3/11/08
Staten Island	1	18	8/21/07
Lehman		381	2010

Cheers,

Greg

Greg Gosselin

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