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LACUNY Archives and Special Collections Roundtable Minutes, May 2010

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**LACUNY Archives and Special Collections Roundtable Meeting
Minutes
May 12, 2010 at the Hunter College Archives**

Members in attendance – Ellen Belcher, William Casari, William Dailey, Julio Hernandez-Delgado, Keith Muchowski, Janet Munch, Sydney Van Nort, Sandra Roff, Martha Aspromatis – other attendees not recorded

William Casari offered help to facilitate loading the minutes of this Roundtable on the LACUNY website.

A letter stating the support of this Roundtable for the archiving of the LACUNY Archives addressed to the LACUNY officers is to be drafted by Sydney Van Nort and will be reviewed by William Casari and Julio Hernandez-Delgado.

The CUNY Records Management system and its implementation were discussed by Martha Aspromatis from Records Management Associates with those assembled. The set of guidelines came just as the Records Manager tried to meet with the librarian and archivist of Bronx Community College in order to get a sense of what they wanted in terms of the assessment of records that have intrinsic historical value. Two programs were discontinued, one was 2 to 3 years ago. York College is starting a Records Retention program. In order to implement this program 100 meetings were held at Queens College with each department to discuss the Records Retention Schedule which states the minimum time the records are to be maintained. The Records Retention Schedule has been digitized and is available on the CUNY website. The Archivist at that campus can declare groups of records as having intrinsic historical value, and therefore they are to be retained permanently.

There is relatively little knowledge of the CUNY Records Management system at the various CUNY Campuses. John Jay College has limited space to store records. Ellen Belcher changed the retention schedule, especially as regards syllabi and teaching materials. Some records are shredded.

The implementation of the [CUNY Records Management Policy](#) started at New York City Technical College and York College. One of the community colleges, either Hostos or Queensborough Community College will be the next campus to participate in this program. Retention schedules were issued in 1993 but there has not been consistent compliance in CUNY. Faculty and staff records of concern are being entered into CUNY First. Student transcripts are permanent records and it is best to scan them for retention. There will be CUNY-wide

compliance shortly. Executive level records are either retained permanently or for six years. Presidential material is retained permanently.

Keith Muchowski is the co-chair of the Special Collections and Access group of the ACRL New York Chapter this calendar year which met two weeks ago. This was the first meeting in two years and it was held at the NYPL Manuscripts Division.

Janet Munch reported that the Lehman College Library hosted the ALA traveling exhibition "Abraham Lincoln and the Emancipation Proclamation". The Lehman College Media Relations Department helped produce the website about President Lincoln which incorporated teaching materials and the poster and postcard for publicity. The events that the Lehman College Library as the host library is expected to hold in conjunction with an ALA traveling exhibit included musical performances, a symposium, and lectures given by Professor Eric Foner of Columbia University and other speakers from CUNY. Janet Munch traveled to the Huntington Library to see original items from their collection reproduced in the exhibit. After the Lehman College Library was accepted as a host library for the exhibit about Queen Elizabeth the First, Janet Munch traveled to the Newberry Library in Chicago to see items reproduced in that exhibition. The Lehman College Library has a five foot tall painting by Ward that is the first depiction of Superman, according to an art historian.

Julio Hernandez-Delgado reported that two interns [from Project Sesame?] are currently working on projects at the Hunter College Archives. One of these is to digitize pictures from Hunter College yearbooks.

William Casari reported that the Hostos Community College Library is working with Omeka software for digital presentations. It was pointed out that the CUNY Institutional Repository in D Space is not a digital library. Ellen Belcher wants to be able to use Content DM as a digital management content system, but is not currently because the John Jay Library has not committed to pay the necessary licensing fee. It would be useful if CUNY would arrange to pay the licensing fees, allowing the campus libraries access to this software and content created and loaded into this data management environment.

Hunter College is also digitizing their master's theses as DDFS, a pilot project with the Economics Department. Julio Hernandez-Delgado is willing to serve another two-year term as co-chair of this Roundtable.

Lehman College organized the digital versions of their master's theses in a database created in-house. They were originally uploaded into D Space. Intellectual rights, privacy issues, and the fact that some may have to be approved by the IRB [Institutional Review Board?] caused the Lehman College Library to restrict access to Lehman College community users only [by password?]. Master's theses and doctoral dissertations are missing from the CUNY Records Retention Schedule.

The Graduate Studies Committee can change the theses submission requirements. John Jay College retains two paper copies and a microfilm copy of their master's theses. Hunter College has about 7,000 master's theses with no space for additional ones. They have had a paper copy and a copy on microfilm.

Notes assembled and recorded by Sydney Van Nort CCNY