

## URSUS Special Collections Best Practices Meeting 1/16/14

### Minutes

Present: Susie Bock, Bill Cook, Kathryn Donahue, Richard Hollinger, Laurie MacWhinnie, Suzanne Parent, Abraham Schechter

#### I. Logistics

Meeting schedule, twice a year mid-May and mid-August, date to be set by chair (1/16/14 meeting counts as the May 2014 meeting. Next meeting to be set by new chair.

Rotating chairperson, each member will serve a 2 year term. If you can not be chair you can defer to the next person, but you can only do this once, unless you make arrangements with the next person on the list.

Organization	Name	Term
Acadian Archives & Library	Kathryn Donahue	8/14-5/16
Bangor Public Library	Bill Cook	8/16-5/18
Maine State Law & Legislative Library	John Barden	8/18-5/20
Maine State Library	Peggy O'Kane	8/20-5/22
Portland Public Library	Abraham Schechter	8/22-5/24
University of Maine	Richard Hollinger	8/24-5/26
University of Maine School of Law	Suzanne Parent	8/26-5/28
University of Maine at Farmington	Laurie MacWhinnie	8/28-5/30
University of Southern Maine, Lewiston	James Myall	8/30-5/32
University of Southern Maine, Osher Map Library & Smith Center for Cartographic Education	Yolanda Theunissen	8/32-5/34
University of Southern Maine, Portland-Gorham	Julie Cismoski	8/34-5/36
University of Southern Maine, Portland-Gorham	Susie Bock	8/36-5/40

#### II. Project: Webpage with basic information on URSUS Special Collections

Each Special Collections should send Susie ([books@usm.maine.edu](mailto:books@usm.maine.edu)) the following information to build a webpage.

- Photograph representing your special collections.
- Public access days/hours.
- Location, address for people either on campus or from the community to find you.
- Contact information

- e. Rules of use.

Example:

Special Collections, University of Southern Maine



- a. Photograph: Front door to Special Collections
- b. Open to the public Monday, Wednesday, Thursday, 1-5pm
- c. 6<sup>th</sup> floor, Glickman Library, Portland Campus, University of Southern Maine, corner of Forest Ave. and Bedford St., Portland, Maine.  
314 Forest Ave.  
P.O. Box 9301  
Portland, ME 04104-9301
- d. Call Susie R. Bock, 207-780-4269, or email [bocks@usm.maine.edu](mailto:bocks@usm.maine.edu)
- e. Anyone may use Special Collections if they register with a photo-ID, and while working in the reading room stow their coat and bags in the cubby holes provided, and use only a pencil and a notebook.

### **III. Digital preservation.**

Richard Hollinger is spear-heading a program for state-wide digital repository. He is working on a planning document, an overview of the best practices.

### **IV. MACON (Maine Collections On-line)**

There has been a lack of leadership. David Nutty, Director USM Libraries reported to Susie Bock:

## MACON

- Work on site has resumed
  - 3 weeks (from January 16, 2014)  
for completion of known issues (by the software programmer)
  - 3 months for beta-testing, data-loading, and iterative updates
- Next meeting scheduled for May/June 2014 (We should plan to send someone to the next meeting from USM)

MACON core group is: UMO, CBB, USM, MSL, Acadian Archives and State Archives

MACON will be re-branded as Maine Archives Search

Richard Hollinger approached OCLC to be able to search just Maine records by keyword and OCLC will consider for 2015.