URSUS Special Collections Committee

Minutes of January 23, 2015 Meeting

Present: Susie Bock, Julie Cismoski, Bill Cook, Adam Fisher, Richard Hollinger, Laurie Macwhinnie, Ben Neskie, Maureen Perry, Kimberly Sebold.

Kathryn Donahue called in sick.

!. Campus updates

2. Off-site storage management (Susie, Bill)

The building that housed the Bangor Historical Society is now being used by URSUS libraries to store last copy items for the system. Bill raised the issue of how special collections departments are managing having collections stored off site. Many of us are now managing off-site collections, but we need guidance.

**Bill Cook and Rich Hollinger have agreed to draft a best practices for managing off-site storage.**

**If you have policies to share or know of published sources, please email them to Bill or Rich.**

3. Rare books: best practices (Susie, Bill)

We did not address rare books in our best practices report of 2010.

**Susie will draft best practices for the management of rare books collections.**

**If you have policies to share or know of published sources, please email them to Susie.**

4. In- person meetings, including visiting of each other’s institution. (Susie. Bill)

Aside from holding regular summer meetings at different locations so we can visit each other’s repository, should we have a retreat and where. Deaccessioning came up as a topic for the retreat. Peggy agreed to write a retreat proposal, see below.

This also brought up discussion of the blog that Abraham Schecter was going to create. Susie said she would contact him and ask for an update.

5. Updates on Hathi, DPLA, Maine Archives Search (Peggy O’Kane, Richard)

Hathi: a digital standard. Peggy offered to send out a link. I since found a link for the Hathi Trust digital Library: HathiTrust is a [partnership](http://www.hathitrust.org/partnership) of academic & research institutions, offering a collection of millions of titles digitized from libraries around the world. http://www.hathitrust.org/

DPLA: Digital Public Library of America: Maine State Library applied to serve as the hub for Maine. If they are chosen, they will put together standards (minimal) for metadata.

Update:

<http://us4.campaign-archive1.com/?u=e1490d1305c4b651f3ad0ace4&id=bd55333b92&e=ac391cfeb4>

It was noted that we are all using Bepress, so it should make it easy to cooperate.

 - UMFK, UMF do not use Bepress (minutes edited 3/3/15 by K. Donahue)

There is also a digital listserv. Peggy provided the information:

The digital listserv is on google groups

<https://groups.google.com/forum/?hl=en#!forum/mainedigitalcollections>

If for some reason you can’t sign up directly please send me an email and I will add you.

If you have a gmail account linked to your work account Google requires you use your gmail.

Feel free to share this with all interested parties.

Peggy

The issue of storing film on the digital commons came up. You can present material, but users would have to download it to their computer and it takes time.

6. Reproductions and use fees: justification and prices. (Susie)

Susie is considering changing the fee structure for reproduction to reflect our funding, not just the profit, nonprofit distinction. Since USM gets a portion of its funding from the State, ie, taxes, should we not give a lower rate to Maine citizens? Likewise, since other funding comes from tuition, students should get a lower rate. Susie is going to do some fact finding on other’s policies, draft a new policy for USM, and would like to pursue this topic with the group at subsequent meetings, such as the retreat. It would be nice to standardize our fees, if poosible.

7. How are all of these projects working together? Are we creating silos? (Kate)

Kate was not here to present and we did not discuss. Perhaps we can talk about at retreat.

8. Ideas for a retreat: topics, speaker, location, etc.

Peggy offered to draft a proposal. Which she did and it is duplicated here:

Proposed URSUS Special Collections Retreat

The heads of Special Collections (SC) for the URSUS libraries propose a planning retreat to be held during the summer of 2015. The ideal location would be College of the Atlantic. Similar retreats held by the reference and circulation heads served to encourage comradery and yielded specific action plans.

As with the previous retreats this should take place from Thursday morning through Friday afternoon. Lodging, transportation and meals will be covered by home institutions. Attendees who do not work a 12 month contract may need to have accommodation made by their institution for their time. Institutions that have very small SC staff may need to reduce services during the retreat.

Topics to be covered include:

De-accessioning: What is involved in removing materials from SC? Why would you want to? What are best practices?

Caring for Rare items: How do we define rare? White gloves, surgical gloves or clean hands? Current standards in climate control? When to digitize?

Statewide initiatives: DPLA; Digital Commons; Chronicling of America; MACON; MSCS;

Advocacy: How do we let our local stakeholders and/or the rest of the world know about our treasures? How do we encourage donations of both collections and the resources to support them?

If given the go ahead to plan this retreat members of the group will make take responsibility for planning the logistics and facilitating the discussions.

9. Additional agenda items.

None.