

TO: Sharmon Kenyon, Mary Kay
FROM: Joan Berman
SUBJ: SPECIAL COLLECTIONS 2000-2001

This year's report begins with an assessment of last year's goals, moves to highlights of the year, and closes with goals for 2001-2002. In addition, I have prepared a separate report, *Special Collections 1997-2001: Five Year Plan*, to provide a basis for planning for the future.

2000-2001 GOALS

Clausen Collection. We worked slowly but steadily on the three levels of display for this collection with the brochure currently at the printer. The consultant, Ann Reid Reynolds, developed a design for the collection web page along with suggestions for enhancement of the main Humboldt Room web page. The third display component, a traveling exhibit, is still in process, although it will utilize the work done on the brochure and web page. We have not identified funding to complete the processing of the collection: it is becoming clearer that we simply need to assign a substantial portion of Edie's time to this project to bring it to completion.

Complete the two LSTA grants as well as the loose ends generated by them. The final reports were submitted on October 27 and made available as an information item to all Library staff via email, but that was far from the end of the work which continued through the year and is still in process.

- Three finding aids were placed on the Online Archive of California (OAC). The most ambitious of these, for the Ericson Photograph Collection, is only in skeletal form at present, with negotiation still ongoing for linking the digital images with the item level metadata. The narrative part of this finding aid has been completed and will be linked when the digital images are added.
- Collection web pages have been developed and are being enhanced. The Susie Baker Fountain page will include sample pages from the collection which have been scanned from the preservation microfilm. The Swanlund-Baker page has 22 images on it which were scanned by the Courseware Development Lab; the copy prints for this collection are available in the Humboldt Room. The Ericson Collection is the subject of a class project this summer by three students in the new Museum Studies Certificate program; they are designing both a physical exhibit as well as an online exhibit which will be incorporated in the the Ericson collection page. The physical exhibit is proposed for implementation in the Library display cases in fall 2001.
- A marketable product with Octavo for the Ericson Collection is still in embryonic form.
- The Susie Baker Fountain photographs have not been processed. However, most of the remaining manuscript materials which were not originally included in the 119

bound volumes have been identified and prepared to be microfilmed. This amounts to an additional 8 volumes/reels which will be sent to BMI during the next year.

- Progress is continuing in other Library venues for obtaining state of the art microfilm reader/printer/digital equipment.
- Progress is also underway with Periodicals Department staff on establishing procedures for checking the quality and condition of other Humboldt Room related microfilm. Current runs of four local newspaper titles were filmed and Periodicals staff are utilizing one of the students who was trained on microfilm checking during the LSTA grants to review the film for quality and accuracy.

Five year plan. This has been an ongoing goal and is addressed more extensively in the accompanying report, *Special Collections 1997-2001: Five Year Plan*. A specific objective of identifying the collections remaining to be processed has been facilitated by the inclusion of a link on the Humboldt Room web page to a list of these collections.

Adding content to the Special Collections web page. In addition to work noted above, I developed a page for Archives as a result of work with Dave Largent on a faculty database and in anticipation of the activities related to the long awaited return of the Baron (von Humboldt) and the campus conference in June 2001 in his name. The page also includes the campus chronology from Bill Tanner's *A View from the Hill* (1993). Another project of the Museum Studies Certificate class this summer is a more fully developed online exhibit for Alexander von Humboldt to be hosted from the Archives web page. I had suggested this project to Betsy Boone (Art) as she and Tom Jones (Interdisciplinary Studies) and Martin Morgan (Art - Gallery Director) prepared the exhibits in the Library for the von Humboldt Conference; this work will now be captured digitally.

Grant applications in support of the above goals. I submitted a pre-application to LSTA for a Northwestern California Newspaper project, building on the work done with the Susie Baker Fountain Papers. This application was not accepted, but the reasons were of the best kind. Many applications were received involving local newspaper projects, especially digital projects, and so the State Library decided to concentrate its efforts in this area on developing "best practices" for such projects with the Online Archive of California and the California Newspaper Project before funding specific local proposals. I am continuing to keep in touch with the State Library as "best practices" for newspaper digitizing are developed. I also prepared a prospectus for the local funding match for this project which I discussed with University Advancement. This part of the project went on hold given both the LSTA response and the disruption related to Advancement at the campus level, but will be pursued in the coming year.

Staffing. This goal had two parts: evaluate and revise the Special Collections Assistant position description; and participate in decision making regarding the third floor service point staffing. We have prepared a revised Special Collections Assistant position description.

THIS YEAR'S HIGHLIGHTS This section includes notable activities which are not described above in the goals for the year.

Staff development and presentations. Edie attended the annual conference of the California Council for the Promotion of History, including a one day workshop on Cultural Landscape Preservation sponsored by the California Office of Historic Preservation. We both attended the Society of California Archivists annual conference where I gave a panel presentation on "Digitizing Glass Plate Negatives" which reported on our LSTA grant to preserve the Ericson and Swanlund-Baker Photograph Collections. Jean Perry and I gave a presentation for the Humboldt County Historical Society at the Humboldt County Library on "Introducing the Susie Baker Fountain Papers on Microfilm!" Edie maintains membership in both the Society of American Archivists and the Society of California Archivists and this year she was awarded a five year recertification with the Academy of Certified Archivists.

Cataloging. Approximately 225 items were cataloged for the Humboldt County Collection and Archives. We were very fortunate to be able to utilize remaining grant funds generated by buying out part of Edie's time to hire Calista to catalog materials, including HSU theses, for the Humboldt Room for another year.

Museum Studies Certificate. Edie and I have been collaborating with faculty in Art, Geography and History on the developing Museum Studies Certificate this year under the leadership of Dee McBroome (History). An integral component of this program is the student internship in an archival or museum setting; we see this as an ideal curricular mode to provide students with a real life experience working with an archival collection. In addition to the educational experience for the student, it has the potential of providing significant processing and marketing opportunities for our collections. Two classes in summer 2001 are utilizing Library collections/exhibits for their projects (Ericson Photograph Collection and the von Humboldt exhibits) and we are looking forward to the results of their work.

Collections and outreach. As noted last year, donor relations, consultation, and networking with existing and potential partners occupy a significant amount of Edie's and my time through all stages of the process. Examples this year include:

- Continuing to work with Don Clausen. The brochure will be available this month.
- Meeting with Kathryn Corbett (Social Work, emeritus) and Dr. Ted Loring and Sharmon to determine acceptance of the Union Labor Hospital archives (approximately 15 boxes). Continuing to work with both of them plus Dee McBroome (History) and the student intern on organizing the collection and preparing a publication about it.
- Continuing to work with Dave Largent (Biology) on the faculty database, now served on the Archives web page.
- Receiving continuing donations from faculty members John Pauley (Theatre), Rudy Becking (NRPI) and George Allen (Fisheries), and community members Noel and Ina Harris, True Hoyle and Gladys Strobe. The Harris materials form an important companion piece to the Redwood District Council of Lumber and Sawmill Workers Collection. Gladys Strobe made a significant addition to the collection previously received from her.
- Meeting with President McCrone, Carolyn Mueller, and Dan Horton on the Airport Master Plan update. President McCrone continues a long standing campus interest in aviation - the College used to teach aeronautics and it was an interest of President Siemens as well as President McCrone

- who is a member of the County Airport Advisory Board. The chair of the Advisory Board is working closely with our US Documents Collection and librarian, Ray Wang. Aviation is also a major theme in the Don Clausen Papers. The grant funded project involves archiving of the materials, primarily maps and photographs, related to the history of the airport. This consultation is on hold as Mr. Horton has been unavailable for the last several months for personal reasons.
- Accepting a major donation from Dr. Thomas Buckley (Anthropology, University of Massachusetts, Boston) of his Yurok ethnographic papers. This collection is restricted until the publication of his current book by University of California Press, ca 2002.
 - Providing major consultation and guidance for three PhD dissertations, two from the University of Wisconsin and the third from UCSB: environmental history of the Mattole; environmental history of lower Redwood Creek; and a sociological study of the timber industry in the County.
 - Working with Cachuma Press for publication use of 10 Ericson photos; this brought us \$500 in publication use fees.
 - Accepting a walk-in donation of original architectural drawings for Gist Hall.
 - Hiring a student to continue processing the remaining portion of the Hammond/LP/GP timber maps received from Dale Thornburgh (Forestry) about 20 years ago.
 - Working with the Geography Department to have a student prepare the regional map of northwestern California for the web pages for the photograph collections.
 - Receiving slides and some prints from HSU Graphics upon the retirement of Jay Brown.
 - Accepting a walk-in donation of a photocopy of part of an 1850 diary of J. Christoph Brodleck of Benken, Switzerland who spent time in Trinidad and along the Klamath to Yreka engaged in gold mining. This was a referral from Ned Simmons, at the Trinidad Museum, which also obtained a copy of the diary.
 - Meeting with a potential donor, Merle Shuster, who has an extraordinary collection of aerial photographs which he took primarily in the 1950s-1960s. This collection has the potential of documenting land use changes in a time period which is not well covered in our collections. Bob Sathrum participated in this meeting.

2001-2002 GOALS

- ***Process collections. High priorities include:***
 - *final processing of the Clausen Collection;*
 - *filming the additional eight volumes of the Susie Baker Fountain Collection;*
 - *processing photographs from the Susie Baker Fountain, Tinkey, and Humboldt Bay Area Collections for the general photograph collection;*
 - *completing the processing of the Thornburg portion of the Timber Map Collection;*
 - *preparing collection processing plans for the Walter Warren, Gladys Strope, and Eureka Waterfront Collection (each of these is a good candidate for Museum Studies Certificate students to work on once a collection plan is in place);*
 - *sorting and processing from the "Erich" collection for the Archives Pamphlet Collection.*
- ***Participate in planning for the future of the Copy Service.***
- ***Implement the Amigos Preservation Report recommendations regarding Special Collections.***
- ***Develop the Northwestern California Newspaper web page and write grant applications in its support.***
- ***Vision and plan for the future of Special Collections.***