

TO: Sharmon Kenyon, Mary Kay  
FROM: Joan Berman  
SUBJ: SPECIAL COLLECTIONS 2001-2002

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## **2001-2002 GOALS**

***Process collections.*** We made substantial progress on this goal, with the major achievements being on the Humboldt County, rather than Archives, part of the collections. The Clausen Collection has entered the final processing phase as a result of a proposal prepared and accepted to devote one-half of Edie's time to this project, effective February 1, 2002. Further financial support came from President McCrone to extend this arrangement, including the additional .1 time base for Edie through 2002-03, to enable completion of the project by July 1, 2003. The brochure for the Clausen Collection was completed and was especially useful as a handout at the dinner where Don Clausen was honored as the Republican of the Year in fall 2001. See the Clausen Progress Reports for further information on this project. We were fortunate to have an MLS candidate from the University of Arizona who was directed by Edie in an internship experience for 90 hours during spring semester to work with a discrete portion of the Clausen Collection.

We prepared an additional eight volumes for the Susie Baker Fountain Collection and sent them to BMI Imaging to be filmed in July 2002; this was a follow up activity to the preservation microfilm grant for this collection in 2000-01. A student, under Edie's supervision, completed processing the Thornburg portion of the Timber Map Collection, although the worksheets still need to be entered into the Access database. This was our first experience with housing a large map collection in map storage boxes and we will be experimenting with providing access to the collection this year. Collection processing plans were developed for the Walter Warren and Balke Collections, which document the history of the lumber town of Crannell, thanks in part to use of these collections by students in the Museum Studies Certificate class (History 391) during spring semester.

***Participate in planning for the future of the Copy Service.*** This was done through the All Library Council. We continue to place a high priority on in-Library access to a color copy machine for copying materials, especially photographs and maps, from the Humboldt Room collections.

***Implement the Amigos Preservation Report recommendations regarding Special Collections.*** This was a major focus of activity during the year, both for me as chair of the task force responding to the report and as Special Collections Librarian. We identified and ordered a variety of archival storage boxes for materials previously housed in substandard pamphlet boxes, etc. Forty-four periodical/serial titles were so treated, with fourteen of them coming out of the Pamphlet Collection and being cataloged for greater patron accessibility. Only a couple of titles remain to be treated. We resubmitted a major cap proposal for compact shelving. We also identified appropriate shelving to

purchase for storage of processed archival storage boxes in conjunction with work on the Clausen Collection and to meet the Amigos recommendations regarding both shelving and consolidation of Special Collections materials.

The building ventilation problems connected with the campus infrastructure project exacerbated the already problematic temperature/humidity situation in the Humboldt Room. We requested a dehumidifier from Plant Operations and when that piece of equipment failed after several weeks, we purchased three smaller dehumidifiers, which have been marginally useful. As attested by the Amigos Report, lack of controlled temperature and humidity remains the single most difficult environmental concern for the longevity of the Humboldt Room collections.

***Develop the Northwestern California Newspaper web page and write grant applications in its support.*** Several activities are underway to forward this goal although grant applications have not been prepared. One focus has been to develop and implement procedures for quality control checking on microfilm of our local newspapers and to coordinate both newspaper microfilming and retention policies with the Humboldt County Library. Professor Mac McClary will be including a segment on local newspapers in his Mass Communication History class in fall 2002 and this will provide an opportunity to explore in a classroom setting both philosophical as well as technical issues surrounding the role and function of newspapers in a regional area. This class will also receive instruction in the use of the Library's new microfilm printer/scanners.

I have included the HSU Library Humboldt Room as a signatory member of the Redwood Alliance for Culture and History (REACH), with the goal of establishing a regional storage facility for Humboldt County historical records. For HSU this would include the Assessment Record books and assorted other County records as well as preservation copies of local newspapers.

***Vision and plan for the future of Special Collections.*** This continues to be an ongoing goal.

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

***Ericson Photograph Collection.*** The Ericson Photograph Exhibit, HSU Library, October 2-29, 2001, was a major production for Special Collections this year, with a "collectible" poster and bookmark produced to advertise it as well as an interpretive web exhibit to perpetuate it. This was a wonderful way of celebrating the completion of the grant-funded project to preserve and digitize the collection. In addition, it represented a collaboration between the Library and the newly developed Certificate in Museum Studies and Multimedia Historical Display program. Students in two of the program classes worked with the Ericson Collection and Special Collections staff to explore and implement course objectives. The finding aid for the Ericson Photograph Collection has finally been fully implemented on the Online Archive of California with the integration of the images and the corresponding image metadata.

***New collections.*** One major new collection was received, the Merle Schuster Collection of about 2,000 aerial photographs from the 1950s-1960s, following an inquiry the previous year. We have begun planning for digitizing this collection in consultation with Bob Sathrum.

***Staff development and outreach.*** Edie and I both attended the annual conference of the Northwest Archivists Association in Corvallis, with Edie including a preconference on copyright issues for archives and special collections. Edie prepared, at the Library Dean's request, the first annual revision to the Library's Disaster Recovery Plan. She consulted for United Indian Health Services in documenting the creation of Potawot Health Village. She served on the planning committee for a one-day workshop on Historic Preservation under the auspices of the State Office of Historic Preservation, held at Bayside Grange for approximately 75 people on August 22, 2002, which I also attended. I prepared and presented three training sessions for Library staff on Humboldt Room collections and operation, including developing a FAQ web page. Edie provided guest lectures on oral history for three classes for Professor Armeda Reitzel, Communication Department. She also continued to provide professional assistance to the Union Labor Hospital Foundation's history project which resulted in the publication in summer 2002 of the book *A Card for All Seasons: The History of General Hospital*. I consulted for the Smith River Tribal Archive Project, through the HSU Center for Indian Community Development. A duplicate set of the CD-ROM product was given to the Library and three significant microfilm research collections on Northwestern California Indians from the University of California Berkeley are being gifted to the Library as a result.

***Web page.*** In preparation for staff training sessions I created an FAQ page for the Humboldt Room. All of the pages were updated at least once during the year.

***Cataloging.*** Calista Sullivan continued to catalog materials for the Humboldt County Collection and Archives, this year funded through Merry's 10-month year money. Seventy-seven theses and 133 new titles were added, with updates and corrections provided for another 28 titles. Unfortunately, Merry's request for funding to continue hiring a professional cataloger (12 hours/month for \$3,168) to meet this urgent need was denied for 2002-03. As her request noted: "Without the funding, we will most likely begin to build backlogs again." I find this to be extremely discouraging, as eliminating those backlogs was a major task to which I devoted much thought and effort when I became Special Collections Librarian in 1997.

## **2002-2003 GOALS**

- ***Process collections.*** High priorities include:
  - Clausen Collection - complete processing and implement shelving to store it appropriately;
  - Warren, Balke, and Boyle Collections - complete processing and store them appropriately;

- Thornburg Collection - input worksheets into Access database and resolve storage issues;
  - Schuster, Strobe, and Buckley Collections - prepare processing plans;
  - Archives Collection - make substantial progress on sorting, organizing and processing materials for the Archives Pamphlet Collection.
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- ***Monitor the cataloging of materials for Humboldt Room collections.***
  - ***Prepare a procedures manual for Humboldt Room desk staff.*** This will include revising the checkout procedures to comply with the Library's privacy policy.
  - ***Implement whatever plan is developed to retrospectively comply with the Library's privacy policy.***
  - ***Review the role of Special Collections gifts within the broader CSU/HSU development targets.***
  - ***Implement the Amigos Preservation Report recommendations regarding Special Collections.*** Continue work on this goal.
  - ***Develop the Northwestern California Newspaper web page and write grant applications in its support.*** Continue work on this goal.
  - ***Prepare a long-range space plan for Special Collections.***