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CC: Martha Johansen
FROM: Joan Berman
SUBJ: **SPECIAL COLLECTIONS 2002-2003**

HIGHLIGHTS. This section includes notable activities not described below in the goals for the year.

Photographs.

The photograph collections of the Humboldt Room received considerable attention this year. They were featured in the Cachuma Press book, *Coast Redwood: A Natural and Cultural History* and in several issues of the Northern Counties Logging Interpretive Association's newsletter, *Whistlepunk*. In addition, visitors to the Hotel Arcata are now surrounded by framed digital and photographic reproductions from the Humboldt Room collections. The increased access to our Ericson Photograph Collection through its availability on the Internet has required us to address issues of reproduction and the Hotel Arcata project was an excellent opportunity to explore these issues. We now have a local person who can provide copies from digital images, similar to the arrangement we have with Philip's Camera for photographic copies.

A small collection of aerial photographs was chosen by two students from the Geography Department as a class project in the advanced cartography class in the spring. This resulted in a web page for the Western Air Photo Collection (<http://library.humboldt.edu/infoservices/humco/holdings/westernair.htm>). As part of this process we established partnerships with the U.S. Fish and Wildlife office in Arcata to use their two large size scanners and with the Geography Department Cartography Lab to use their printing capabilities. We also served as the catalyst for introducing those two entities to each other along with Steve Steinberg of the ENRS Department. We foresee longer term possibilities for collaboration in the map/GIS arena as part of this networking process.

An opportunity was presented to us in June with the availability of a student volunteer, Anne Garriott, a volunteer in the Catalog Department last summer. She is completing a master's in English in 2003-2004 and is applying to graduate programs in librarianship with an interest in archives. We quickly determined that an exemplary project for her in summer 2003 would be putting the Humboldt Room Photo Collection into an Access database, building on our work with the Swanlund-Baker and Ericson Photograph Collection databases. We are extremely fortunate to have a person of Anne's interest and experience working with us on this long-term goal.

We were impacted heavily by the loss of first Peter Palmquist in January and then Sam Swanlund in July – both personally and professionally. This has already led to more

reliance in the community on us for historical photograph inquiries and it is presenting further collection possibilities and responsibilities as both estates are settled.

Collections.

We celebrated the completion of the processing of the Don H. Clausen Congressional Papers with an event on July 25, 2003. One of the high points of this event was the presentation of Congressional Commendations by Don to the students who worked on the collection and accompanying exhibit. Two students, Leigh Westphal and Zoe Armstrong, were present and spoke eloquently when called upon to do so extemporaneously. This was a marvelous expression of the value of our collections in the fabric of the University student educational experience.

Use of the collections, as measured by reshelving statistics, continues to grow: up from 6,412 items last year to 6,688 this year. The cataloged collection is at about 8,000 titles/items, a figure generated from the card replacement project this year. Additions to the HCC Pamphlet Collection were down, largely because of pulling and/or not adding issues of newsletters and other periodical/serial titles, which are being cataloged instead.

Repeated requests to use our Thornburgh/Louisiana Pacific Map Collections this year by consultants working on the Samoa historic preservation plan, Simpson and independent surveyors, and County Public Works staff, indicate the need to get this collection processed and made accessible expeditiously. We have begun thinking about developing a grant application to Simpson and/or HAF to further this objective.

We received major gifts of microfilm of research collections from The Bancroft Library related to Northwestern California Indians this year and they were the subject of an article in the Spring 2003 issue of the *Messenger* from HSU's Center for Indian Community Development.

New /pending collections:

- **Becking.** Emeritus NRPI faculty member Rudy Becking has donated his papers to the HSU Library. The Natural Resources librarian, Bob Sathrum, accepted this collection and it is in two parts, those related to Rudy's Humboldt County and HSU activities and those not. Bob is responsible for dealing with the non-local and non-HSU related materials, e.g., unannotated runs of scientific journals and books. A portion of Rudy's papers previously went to Redwood National Park, so we will be working closely with them on defining collection holdings. The receipt process for this collection illustrated the need for clearer definitions of "faculty papers" and the roles of bibliographer, Collection Development Librarian, and Special Collections Librarian, as we inherited some materials and conditions which could have been dealt with in a more timely and thoughtful manner.
- **Palmquist.** Although Peter Palmquist's photograph collections have gone to the Beinecke Rare Book Library at Yale University, there are residual portions of his collections that are duplicative of Yale's collections. The Palmquist family has included us in determining the most appropriate locations for these materials at the local, regional level.
- **Swanlund.** We know from several verbal conversations with Sam Swanlund over a period of time that we are in line for some additional glass plate negatives from his extensive collections. It remains to be seen what other materials may come in our direction, especially from his time working for Louisiana Pacific. Sam had just borrowed several of our glass plate negatives so delicate contact with family representatives will be necessary.

- **KEET Living Biographies.** At various times in this project we have affirmed that we are interested in discussing the long term archiving of these important oral history materials, funded by various grant applications. The project, in its current phase, is coming to completion (i.e., end of funding), and we are committed to serving as a repository for both the edited and raw transcripts of these significant interviews. KEET staff have recently contacted us about these materials.

Visits by Kevin Starr and Rollin Richmond and the broader regional context.

Kevin Starr, California State Librarian, visited the Humboldt Room collections, at his request, in September 2002, in part to view our recent LSTA grant funded projects. This was followed by a lunch meeting with HSU President Rollin Richmond, who later himself received an extensive tour of the collections, History Professor Dee McBroom, and other campus leaders. In addition to interest in our collections, Dr. Starr talked at some length about the possibilities for a major regional cultural heritage preservation grant project. The umbrella organization for such a project might be the Redwood Alliance for Culture and History (REACH), to which we are a signatory member. The City of Eureka recently funded a feasibility study for REACH and the consultants selected spent an initial week in the area in April. The project will take about six months to complete. In the meantime, we received notification that our LSTA grant for the Northwestern California Newspaper Project was awarded; this is a small but significant step towards the larger project, with the ultimate goal of establishing a regional repository for Humboldt County public records, including newspapers.

GOALS. This section reviews 2002-2003 accomplishments and provides 2003-2004 objectives.

Process collections. The constant activity of the year, and the highest priority, was the final processing of the Don H. Clausen Congressional Papers. The collection is now stored on newly purchased shelving in the basement and the container list is available on the Humboldt Room Collections web page (<http://library.humboldt.edu/infoservices/humco/holdings/clausen.htm>). A separate final report on this project is attached. Some progress, although not as much as hoped for, was made on processing the Warren, Balke, and Boyle Collections. A student assistant has been working on preliminary preservation of the Schuster Collection. Entering worksheets into the Access database for the Thornburgh Map Collection was not accomplished this year although we did get some experience with the storage/access issues. In addition, some work was initiated on processing the Genzoli Collection, with a student assistant collating the newspaper columns by Andy Genzoli. Work on the Archives Pamphlet Collection was postponed, pending review of this function in the coming year.

2003-2004 priorities include: Schuster Collection, Strobe Collection, Buckley Collection, completing work on the Warren, Balke, and Boyle Collections, preparing a processing plan for the Becking Collection and developing a grant application for processing the LP/Hammond Map Collection; transcribing and editing the Clausen oral history segment of the Clausen Congressional Papers collection.

A related goal is to participate in the development of a university-wide direction for University Archives. The essence of this goal has been discussed with President Richmond; it will be pursued in collaboration with Carolyn Mueller.

Monitor cataloging of materials for Humboldt Room collections. As noted last year, Merry Schellinger's request for funding to continue hiring a professional cataloger for 12 hours per month was denied and the predicted backlogs did occur. Access to items in the backlog was only possible through patron search/hold requests, a problematic mechanism since the process is only accessible to users with HSU user library cards and Humboldt Room users often are not current HSU students or faculty. This mechanism worked relatively well for unprocessed theses, but much less satisfactorily for other materials. The silver lining to this dilemma is that with the assignment of Gloria Fulton to the Catalog Department as a cataloger at the end of the year, attention has been focused specifically on the backlogs of original cataloging.

This is a continuing goal in light of the deferred librarian position in cataloging.

Prepare a procedures manual for Humboldt Room desk staff. A brief manual was prepared in anticipation of two new staff working the third floor Information Desk. A problem based training session was also implemented for these two staff members who are now minimally prepared to handle Humboldt Room reference questions, primarily through referral. The redesign of the third floor service point by Information Services in 2002-2003 has highlighted the challenges in providing adequate oversight for the supervised use collections in the Humboldt Room as well as handling research referral questions.

Update and expand the procedures manual. Develop student internship opportunities with the Geography and History Departments to help address the collections supervision issues as well as the complex referral issues for in-depth research questions.

Implement whatever plan is developed to retrospectively comply with the Library's privacy policy. Cataloged items in the Humboldt Room have a card/pocket, which is utilized to track items removed temporarily from the room. These cards had individual names written on them, which needed to be removed. The plan selected to accomplish this entailed printing a batch of labels to place on new cards. Steve Mottaz wrote a program to create the labels from the Voyager database and student assistants installed the labels. I resolved problems, working with Carol Russell as bibliographic database issues arose. Approximately 30 items needed such treatment. This project was completed during June.

Review the role of Special Collections gifts within the broader CSU/HSU development targets. I spoke to this issue on several occasions and believe that awareness has been

heightened as to the desirability of placing a monetary value on gifts exclusive of tax purposes.

Develop a plan for assessing the value of the existing collections. Refine procedures for reporting gifts.

Implement the Amigos Preservation Report recommendations regarding Special Collections. Examples of continuing work in this area are the purchase and installation of appropriate shelving in the basement for the Clausen Collection and purchase and use of special archival folders for some cataloged items such as art exhibition catalogs. We also continued the process of moving periodical/serial titles from the Pamphlet Collection to the cataloged collection, thereby improving both the physical storage of these items as well as bibliographic access to them.

Consolidate the disparate locations of Special Collections materials: the closet on the second floor will be vacated, consolidating these materials with those in the basement.

Develop the Northwestern California Newspaper web page and write grant applications in its support. In preparation for a presentation on local newspaper history to Professor Mac McClary's Mass Communication History class in the fall, I prepared an annotated bibliography and several web pages (<http://library.humboldt.edu/infoservices/humco/holdings/humnews.htm>). I then wrote and submitted a grant application to the California State Library and it has been awarded for 2003-2004. I also wrote a successful application to the HSU Office of Research and Graduate Studies for student assistant support to my research on this project. Both of these grants will provide welcome support in a very lean budget year. They will also provide increased opportunities for campus and community outreach.

Implement the grant from the California State Library (federal LSTA). This will likely lead to further grant applications. One of the areas to be addressed is indexing of newspapers and this could have ramifications for HCC Pamphlet Collection activities.

Prepare a long-range space plan for Special Collections. This goal has been partially postponed in anticipation of Carolyn Mueller's assignment next year to look at the broader basement plan, or "BSS Phase II."

Collaborate with Carolyn Mueller on the BSS Phase II plan.