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FROM: Joan Berman
SUBJ: SPECIAL COLLECTIONS 2006-2007

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

- Produced the exhibit *Northwestern California Forest Communities* (<http://library.humboldt.edu/humco/holdings/ncfc.htm>) to highlight new Humboldt Room digital collections: Belcher Atlas of Humboldt County, Little River Redwood Company and the Town of Crannell, Samoa – A Lumber Company Town, and Tanbark Industry in Southern Humboldt County.
- Received a major gift to the Humboldt Room: the extensive collection of papers of Tim McKay, long-time director of the Northcoast Environmental Center in Arcata and an HSU alum.

In addition to these two items submitted for the Library Annual Report for the President, it must be recorded that Special Collections staff began the year in catch up mode as we sought to recover from Humboldt Room database setbacks which ate into the normally productive summer months and then experienced a *significant water disaster* the week before fall semester began in August. Edie's knowledge and expertise regarding disaster recovery and preservation were invaluable as we went through the lengthy and exhausting recovery process. The most significant "opportunity" provided by this event was collaboration with the County over the fate of the Assessment Rolls, 66 volumes of which were drenched. In July 2007 it appears that the County Auditor Controllers Office will place the use copy of the Assessment Rolls microfilm at the County Library, thus ensuring reliable public access to these major historical records and allowing us to move forward with planning for relocating some or all of the physical volumes stored in the HSU Library basement.

In accepting the *Tim McKay Papers* we faced the challenge of securing funding to prepare the collection for public access. Through collaboration with the Humboldt Area Foundation I established the HSU Library Special Collections Fund in June 2007. The purpose of the fund is to raise capital funds to acquire, describe, store and provide public access to the unique holdings of the HSU Library Humboldt Room collections, with the Tim McKay Papers as the first project. An initial anonymous donation of \$30,000 has been identified and deposited to the account and an appeal to augment the fund appeared in the July 2007 issue of *Econews*. A major goal for 2007-2008 is to begin processing this collection.

Presentations, publications and more. This eclectic mix of items reflects the continuing research and outreach activities of Special Collections staff, including professional development opportunities and articles highlighting Humboldt Room collections.

- *Describing Archives: A Content Standard.* Society of American Archivists Workshop, Mountain View, October, 2006. (Edie attended)
- *California Library Association.* Annual Conference, Sacramento, November 11-13, 2006. (Joan attended)
- *Visions of Change: Academic Libraries in Transition.* Symposium, Sacramento State University Library, January 26, 2007. (Joan attended)
- *Museums and the Web 2007.* Annual Conference, San Francisco, April 11-14, 2007. (Joan attended)

- *Salmon People: Crisis and Continuity at the Mouth of the Klamath,* by Stephen Most, *California History*, vol. 84, no. 3, spring 2007. (Features 4 photographs from the Roberts and Swanlund-Baker collections)
- *Humboldt's Timber History Preserved Digitally,* by Vicki Horner, *Capital Press*, 2/2/07 (<http://library.humboldt.edu/humco/CapitalPress.mht> - review of the *Northwestern California Forest Communities* exhibit)
- *Library Exhibit on Forest Communities,* HSU press release, 1/3/07 (<http://library.humboldt.edu/humco/HSUNewsonline.mht>)

Humboldt Room use measures. The Humboldt Room collections continue to grow and to be used in both their physical and virtual forms. The primary physical use measure, reshelving count, is down from 6391 in 2005-06 to 5340 this year, although it must be noted that we have not been recording use of paged collections and this use has increased this year. Accesses to the Humboldt Room Photograph Collections database on the web site settled down from the phenomenal, introductory (Shuster) 40,469 in 2005-2006 to 24,948 in 2006-2007 with 63,518 total records viewed. The California Digital Library introduced *Calisphere* (<http://www.calisphere.universityofcalifornia.edu/>) this year providing an additional location for users to view 769 Humboldt Room images; I have not yet tracked this use count. (See *Search the Photograph Collections* - <http://library.humboldt.edu/humco/holdings/photocoll.htm> - for a list of which images may be searched in which database.) We continue to lack a count of the number of users of the Humboldt Room, with the only related count being the number of reference questions which involve Humboldt Room subjects (not yet available 7/10/07): these questions may occur physically at the first or third floor service points or anywhere else, either in person, by phone, or by email; additionally, those users in the Humboldt Room who do not seek help are not counted.

This year Special Collections played an increased role in the core research course for the History Department. Approximately 100 students used archival and manuscript materials from the Don Clausen Congressional Papers and President Gist collections to complete assignments for History 210 under professors McBroome and Pasztor.

Space for Humboldt Room/Special Collections. As part of last year's annual report and in consultation with the Library Dean and the IS Department Chair, I drafted a proposal to address the ongoing space needs. This proposal had several elements, covering both public space needs for the collections and for users, as well as staff, processing and

storage needs. It was introduced at All Library Council on July 18, 2006, followed by a second reading on January 16, 2007. Outcomes from the second meeting included two tours of the various Special Collections spaces for interested staff members and direction to contact Plant Operations regarding air quality implications of enclosing the space (four modules) on the second floor, to obtain costs related to compact shelving, and to open a conversation with Advancement regarding potential funding for the project. Plant Operations has been contacted: neither Craig West nor Mark Baker feels air quality will be a problem and they have recommended sending the proposal to the University Space Committee. A bid for compact shelving to house both CASE and 1,500 record storage boxes (more than double our existing processed as well as unprocessed collections) has been received from Systems Concepts, Inc. to the tune of \$97,000. I made an initial contact with Advancement, but will wait for a more propitious time to discuss this with them within the context of overall Library (and Learning Commons) needs after analyzing the results of the current Library annual appeal. In the meantime, the Humboldt Area Foundation fund has been established, with the expectation that some of the money raised for the McKay Papers will be devoted to shelving.

GOALS. This section reviews accomplishments of objectives from 2006-2007 where not covered above. It also provides 2007-2008 objectives. One new goal has been added to address web access to Humboldt Room collections.

Web access to Special Collections. As noted above under *Humboldt Room use measures*, remote access is a growing means by which researchers visit the Humboldt Room. The locally developed Humboldt Room Photograph Collections database now includes maps as well as photographs; development of the database was described in a memo of 12/8/05.

2007-2008 priorities include: input finding aids into Humboldt Digital Scholar, in conjunction with adding collection level records to the Library Catalog and planning for submission of new and updated finding aids to the CDL/OAC; add the map collections in the Access database to the web-searchable database; evaluate Archivists Toolkit and ContentDM (through Califa) as possible alternatives to our in-house database for photographs and maps; update the Humboldt Room web site to bring it into line with the main Library site.

Process collections. An unsorted box of Humboldt State football souvenir programs in the path of the water leak in August was partially salvaged and processed and is now accessible in the Archives Pamphlet Collection. In conjunction with developing the Northwestern California Forest Communities exhibit and web page, we also completed the Warren Collection finding aid and have 2 students continuing work on the LP/Hammond Collection, inventorying map drawers, during summer 2007. Finding aids were completed for the Hover, Herrick and Strope collections. Edie began working with the Palmquist Collection this summer.

2007-2008 priorities include: complete the Palmquist Collection; plan for and begin work on the Tim McKay Papers; process and prepare finding aids for the

Van Deventer, Boyle, Balke and Eureka Tidelands collections; continue work on the LP/Hammond Collection; address the Gimbel Collection.

Review the scope of the Humboldt Room Pamphlet Collection, building on retiring the backlog, with the help of Adrienne Harling, spring semester's intern – the backlog should be retired by September 2008. Consider alternative ways to preserve heavily used files, e.g., Indian Island Massacre.

Monitor cataloging of materials for Humboldt Room Collections. The emphasis of this goal is shifting as George and Carol have been able to keep up with what I have been sending through for processing, both new items and regularly occurring problems which surface in the course of providing reference service for the collections. I now, however, need to address the accumulating backlog of items in my office which need to be prepared to be sent for cataloging.

This is a continuing goal for 2007-2008. A continuing objective is to clear my accumulated backlog of items to be sent to cataloging and to develop guidelines for acquiring documents which are available only on the web.

Humboldt Room procedures and staffing. Monitoring of the room continues to be a difficult area, especially as we are making more archival collections available for use in the room. This was especially apparent during times of heavy class use of the Clausen and Gist collections. To reiterate from my 2002-2003 annual report: “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.”

We used very little student assistant time this year for anything beyond shelving for several reasons. First, both Edie and I were overwhelmed with “flood recovery” tasks for the bulk of the fall semester. Second, we had a MLIS graduate student from San Jose State, Adrienne Harling, available to us all year through structured practicums, one semester focusing on special collections and the other on archives. She helped provide collection oversight and limited reference assistance on the one day per week when she was in the room. She also was an immense help with regard to both the photograph and pamphlet collections. This was particularly important as Periodicals staff, Laurie and Gisela, whom Edie had trained to enhance photograph metadata in preparation for creating records for Genzoli Collection photographs, became increasingly unavailable to continue with this work due to other assignments and Gisela's impending retirement. The procedures developed, however, were able to be tested and refined by Adrienne, who made several significant contributions to the Humboldt Room Photograph Collection.

Edie continues to be sought out as an archives consultant and performs this work both within the context of her Library position as well as managing projects outside of her Library employment. I noted last year that the Library may want to consider ways that Edie's expertise can be used to form partnerships with other campus entities and the larger community. Indeed, an opportunity presented itself this year when the Eureka City

Clerk was referred to her as they needed an archivist to help them implement a grant from the California State Archives/California Historical Records Advisory Board. The Library, however, was unable to devise a way to take advantage of this opportunity, so Edie is performing the work independently rather than as a representative of the University. We will continue to pursue more creative solutions for the future.

In 2007-2008 we will continue to solicit and train students, interns and volunteers to help with all aspects of Special Collections activities. I will continue to explore ways to mitigate the inconsistent reference service offered for the Humboldt Room.

Review the role of Special Collections gifts within the broader CSU/HSU development targets. Little progress was made on last year's objective of developing a plan for assessing the value of the existing collections and updating the database of collections; the addition of the McKay Papers highlights the need to address this issue. We also did not make headway on addressing the backlog of small (1 box or less) donations; this is especially difficult to accomplish with the lack of processing space as well as retrievable storage space but it is becoming increasingly imperative to address this group of materials.

A high priority for 2007-2008 is to review the accumulating backlog of small gifts/donations and establish procedures for expediting processing of these types of acquisitions.

Develop the Northwestern California Newspaper web page and write grant applications in its support. Bound volumes of the *Redwood Record* were retrieved from the Humboldt Group (Patrick O'Dell) at the end of June 2007 and are on their way to be microfilmed in coordination with the California Newspaper Project.

Priority for 2007-2008: update the web page

Prepare a long-range space plan for Special Collections. See discussion of this under "Highlights" above.

Priority for 2007-2008: Develop a compelling vision statement and secure approval and funding for both compact shelving and enhanced public use and processing space.

In the short term, remove more materials from the HR to storage as projected to keep up with ongoing acquisitions. Likely candidates are the 1-2 shelf runs of the HSU Affirmative Action Plan and the Eureka City Budget. These will join 16 shelves of pre-1990 theses with non-Humboldt County specific topics located in Library 301; location is indicated via the file of checkout cards.