

**TO:** Ray Wang  
**CC:** Bob Sathrum; Mary Kay  
**FROM:** Joan Berman  
**SUBJ:** SPECIAL COLLECTIONS 2007-2008

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

- Perhaps the exhibit *Unlocking the Archives: the Eureka Tidelands Case of 1968* (<http://library.humboldt.edu/humco/holdings/waterfront.htm>) was the most symbolic event of the year for Special Collections. This exhibit on the main floor of the Library from June through August 15, 2008, celebrated completion of a project to process and make available for public use the Eureka Waterfront Litigation Collection, acquired by the Library in 1984. Several circumstances combined to make this such a memorable event. A grant from the Humboldt Area Foundation was helpful, but it was the availability of two outstanding students which really made the project possible.
- Following up on last year's disaster recovery theme, Special Collections staff participated in the WESTPAS Disaster Preparedness Workshop, funded by IMLS and held in Humboldt County this spring. The second session of the workshop was held at the HSU Library and Edie participated as a trainer in the hands-on experience of handling wet books and artifacts. In conjunction with this effort, we also initiated meetings of the Library's Disaster Response Team, aiming to review our own plan. To help keep us up to date on care and preservation of materials we applied for and received the IMLS *Connecting to Collections Bookshelf*, consisting of approximately 25 books, etc., retrievable via a series entry "connecting to collections." We hope to continue the training activities associated with this workshop, both at HSU and with the broader group of participants from the region; this may be facilitated by a grant application just submitted by Julie Page, the workshop instructor.

**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 5804 for 2007-08, up from 5340 in 2006-07, after a drop from 6391 in 2005-06. There were 22,196 accesses to the Humboldt Room Photograph Collections database on the Humboldt Room web site in 2007-08. This is leveling out after the phenomenal, introductory (Shuster) 40,469 in 2005-2006 and 24,948 in 2006-2007. Additionally, there were 32,064 accesses to Humboldt Room digital collections from the California Digital Library's [Calisphere](#) web site in 2007-2008. (See [Search the Photograph Collections](#) for a list of which images may be searched in which database.)

Although the 3<sup>rd</sup> floor service point statistics are down slightly this year, the Humboldt Room portion of that at 1615 is up from 1525 in 2006-07, after a drop from 1858 in

2005-06. Email traffic is also significant, particularly for out of town researchers. We continue to lack a count of the number of users of the Humboldt Room. Class assignments continue to be a substantial portion of the use of the Humboldt Room.

***Space for Humboldt Room/Special Collections.*** Last year ended on a note of optimism regarding the possibility of implementing compact shelving in the basement for Special Collections materials and the Case Collection, but this was soon dashed as the campus chose to use the identified space for a “temporary” photography studio for the Art Department whose previous space had been demolished in anticipation of new dormitories. Similarly, the timing does not seem to be optimal for pursuing the plan proposed two years ago to develop new space for the Humboldt Room on the second floor, as so many other construction activities are underway, e.g., new computer lab and café, with major remodel of the building to incorporate fully the Learning Commons concept postponed until after seismic retrofit is accomplished.

Space needs remain the most critical issue facing Humboldt Room staff and collections. For this next year, the pressing challenge is to create adequate space and equipment to process simultaneously the Palmquist and McKay collections in as efficient a manner as possible. We used Library 311 during the summer to much advantage, but as conference rooms are not available during the school year, arrangements have been made to utilize Library 306 on a temporary basis to facilitate this work. Two students are trained and will continue to provide support for this major effort which is being partially funded by grants, including added time base for Edie.

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

- *HSU Emeritus & Retired Faculty.* Monthly lunch, Arcata, September 21, 2007. (Joan presented on Special Collections and the Humboldt Digital Scholar Archive)
- *Oral History Association.* Annual Conference, Oakland, October 2007. (Edie attended, taking two HSU students)
- *California Newspapers in the Digital Age: Making Our History Available.* “Conference in Celebration,” Riverside Convention Center, October 19, 2007. (Joan participated as a member of the user’s panel, reflecting on the Northwestern California Newspapers grant project)
- *Preservation of Memory: Stewardship of Digital Assets.* Conference presented by the Northeast Document Conservation Center and co-sponsored by OCLC Western Service Center, Seattle, November 28-29, 2007. (Joan attended)
- *Society of California Archivists.* Annual Conference, Monterey, April 2008. (Joan attended)
- *Arcata Kiwanis.* Monthly lunch, June 2008. (Joan presented on Humboldt Room Digital Projects)
- [Eureka Waterfront Litigation Collection.](#) (New collection webpage, including links to the finding aid, selected images, and the online exhibit)
- [Newspaper Collection.](#) (New collection webpage, including links to three bibliographies developed this spring: Specimen Issues; Commemorative Issues; and “Boosterism” – Souvenirs)
- [Pamphlet Collection.](#) (New collection webpage, including scope statement and link to subject headings)

- *County's Historical Property Records Now More Accessible*, by Jessie Faulkner, *Times Standard*, Sept. 11, 2007, p.2. (Culmination of multiyear effort to facilitate placement of Humboldt County 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. However, access has its rewards: a researcher using the microfilm at the County Library has identified a specific page which was not microfilmed, requiring us to retrieve the original volume and emphasizing the need to retain the original bound volumes.)
- *HSU Library is Displaying World War II Lore*, *Times Standard*, Sept. 30, 2007. (Announcement of exhibit featuring selection of resources from the Humboldt Room, in conjunction also with History 210 use of the Gist Papers)
- *Sequoia Park*, by Sharon Letts, *Times Standard*, Jan. 20, 2008. (Review/interview with Dione Armand, author of book *Eureka and Sequoia Park*, which features many photos from the Humboldt Room collections)
- *'An Arcata Ago' – Remastered Historic Images Cast Clear View into City's Past*, by Andrew I. Jones for the *Times Standard*, April 10, 2008. (One of a number of articles about this exhibit based on 35 photographs from the Humboldt Room Ericson and Shuster collections, in various venues in Arcata in 2008 as part of the Arcata 150 celebration)

**GOALS. This section reviews accomplishments of objectives from 2007-2008 where not covered above. It also provides 2008-2009 objectives.**

*Web access to Special Collections. 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.*

A template has been made for inputting finding aids into HDS, but we have not added any as yet. However, collection records have been added to the newly developed [CSU Directory of Special Collections](#). The software evaluation has expanded to include another open source database, [Archon](#) from the University of Illinois at Urbana-Champaign. Decision has been made to continue with our in-house database for the time being while continuing to pursue alternatives.

Although update of the Humboldt Room web site to harmonize it with the main Library site was not accomplished, a number of content and organizational updates have been implemented. The list of collections has been added to and reorganized, partially in response to feedback from 3<sup>rd</sup> floor service point staffers and new pages have been added for the Eureka Waterfront Litigation, Newspaper and Pamphlet collections.

***Priorities for 2008-2009: continue all of the above.***

***Process collections. 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.*

The Palmquist Collection is well underway and work has begun on the McKay Papers. Students Stefani Baldivia and Suzanne Guerra have been trained to work with Edie on these two collections; additionally, Stefani has begun work on a pilot project to assess our video archival backlog. The Eureka Tidelands Collection is fully processed with the finding aid on the newly developed collection webpage, thanks to both a grant from the Humboldt Area Foundation and the wonderful work of two students, Jacqueline Faria who cleaned and inventoried the collection and Suzanne Guerra who developed the exhibit; both students were able to incorporate this work into their individual curricular objectives. A grant application to the State Library to digitize the Katie Boyle Collection in collaboration with the Trinidad Museum Society was successful and will be implemented in 2008-09. Arrangements are underway to relocate the Gimbel Collection to the Hoover Institution at Stanford University.

We retired the backlog of pamphlets, adding 3,237 items, and developed a webpage with scope statement for the collection, thanks to Adrienne Harling's service. As preparation for reviewing the use of this collection, we kept a reshelving tally during spring semester which we will be analyzing in the coming year. We made alternative arrangements for several heavily used headings, e.g., Indians – Biography, Chinese, and some of the Indian headings, primarily involving organizing in chronological order and photocopying. Eureka – Tidelands and Eureka Waterfront were organized, photocopied and will be cataloged as part of the work on that collection.

***2008-2009 priorities include: complete the northwestern California portion of the Palmquist Collection including a trip to consult with the Beinecke Library at Yale; continue work on the McKay Papers; process and prepare finding aids for the Boyle and Balke collections in conjunction with implementing the LSTA grant from the State Library to Digitize Katie Boyle; complete a pilot project to process video archives received from Media when Steve Newman retired.***

***Monitor cataloging of materials for Humboldt Room Collections. 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.***

There has been little activity in this area; it is clear the ball is in my court.

***High priority for 2008-2009 is to clear accumulated backlog.***

***Humboldt Room procedures and staffing.*** 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.

We were most fortunate this year to have a number of students available to us who are highly motivated and very interested in receiving the kind of training and experience which are so crucial to both their career goals (librarianship and archives management) and our collection needs.

An unexpected situation arose just before spring break when we inadvertently discovered a number of cataloged books did not have targets in them or the targets were not sensitized. Spot checking indicated a need to systematically review the entire collection: this was accomplished during spring break and in June, thanks to the availability of student help both in the Humboldt Room and in Cataloging. Approximately 400 volumes were corrected and procedures have been tightened in Mendery, especially regarding items being either home or commercially bound. Targeting is our primary theft deterrent and it was unsettling to find the weakness in this routine.

In preparing for Bob Sathrum's beginning FERP status during a negative budget scenario, Information Services decided to decrease the number of hours the 3<sup>rd</sup> floor service point will be staffed for 2008-09 from 42 to 32 hours. As a result, the desk outside the Humboldt Room would only potentially be utilized 4-6 hours per week, so that desk will be removed and service will be provided from a desk inside the room. It is likely that more consistent reference service will occur for the Humboldt Room.

***Priorities for 2008-09 are to monitor the effects of the changes in hours and location of service point, and to continue to solicit and train students, interns and volunteers to help with all aspects of Special Collections activities.***

***Review the role of Special Collections gifts within the broader CSU/HSU development targets.*** 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.

Although this objective was not accomplished, progress was unexpectedly made on a previous year objective to assess the value of existing collections when an appraiser was identified to look at the postcard portion of the McKay collection. Not only was she able to provide us with that appraisal, largely as a gift in kind, but she also put us in touch with another person who is willing to work with us to develop an appropriate plan.

***Priorities for 2008-09 include reviewing the backlog of small gifts/donations and assessing the value of our major collections.***

***Develop the Northwestern California Newspaper web page and write grant applications in its support.*** Priority for 2007-2008: update the web page.

This objective was not accomplished, although significant content to be added to the web page was developed by student Jacqueline Faria before she left us this summer to go on to Simmons to pursue an MLIS. Had she stayed here, she was the prime candidate for working on this project.

*Redwood Record*, 1935-1960, was successfully microfilmed and we purchased it. This is just one more example of the types of changes and additions which need to be made to the web page.

***Priority for 2008-2009 will be to find another student to work on the web page update.***

***Prepare a long-range space plan for Special Collections. 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.***

See discussion of this under "Highlights" above. This year's short term fix was accomplished as suggested.

***Priority for 2008-2009: Develop a compelling vision statement; continue to scramble for space on a crisis basis.***