

TO: Ray Wang
FROM: Joan Berman
SUBJ: SPECIAL COLLECTIONS 2008-2009

HIGHLIGHTS.

- **Collections:** Major activity centered on the Boyle, Palmquist, McKay, Genzoli and HSU Photos collections. Each of the first three entailed some form of grant support, including time base augmentation for Edie; the third benefited from multiple student internships; the last was connected with research for a book, a pictorial history of Humboldt State, scheduled for publication in spring 2010. The large, unprocessed Rudi Becking Collection has been included in a major grant application by the California Digital Library that if successful will fund processing the collection over the next 2-3 years.
- **Service point:** Hours for the 3rd floor service point decreased from 42 to 27 hours/week during the year, with responsibility for Documents reference dispersed between Humboldt Room staff, the Documents assistant and the first floor reference desk. The 3rd floor reference desk is now located in the Humboldt Room and service is provided by Special Collections staff; the limited hours are augmented by appointment as needed. Predictably, both Humboldt Room use measures were down: items reshelved went from 5804 to 5046, and HR reference count went from 1615 to 1518. For more detail and a chart, see Goals section.

Space for Humboldt Room/Special Collections. Space continues to be the most critical issue facing Humboldt Room staff and collections. We've been extraordinarily creative this year, but it is a far from ideal situation and it consumes a disproportionately large amount of my time. Space was identified last summer by Glenn Mason, an alum and retired archivist who volunteered two days of his time in August to assess our collections, as one of our most primary concerns; it affects everything we do, from acquiring and processing collections to serving the public. His comments and recommendations were very much to the point and although I didn't consciously set out to implement them, I found upon rereading his report about a month ago and then today, just how much of it I had assimilated and put into place – very powerful and a wonderful gift (his report is attached).

Construction of the new café opened up some possibilities as we had to plan for the possibility of water intruding into the basement area. Moving my office to the basement opened more possibilities especially as it brought me physically closer to the basement Special Collections areas. Availability of space as CASE Periodicals were removed from the basement allowed for additional older theses to be relocated from the Humboldt Room and intershelved with those from temporary storage in Library 303: this allows for a couple more years of new materials to be added to the Humboldt Room. Using Library

44 during spring semester to bring together the various accumulations of University Archives photo collections for research use by alum/author Katy Tahja on the new pictorial history book provided the opportunity to consider these collections in relation to other publications from the various iterations of the Public Affairs office.

With virtually no designated processing space, we have managed this year to make major progress with 5 separate collections utilizing space as follows:

- *McKay Collection.* Edie completed preliminary review of the collection last summer when she was able to use a conference room to lay out the entire 50-plus box collection. As that space is not available during the school year, she had to work with more segmented parts of the collection until she was able to return to the conference room this summer. Assistant Suzanne Guerra's work with the electronic components of the collection (OLD computer floppies, etc.) has been accommodated with help from Tom Mendenhall in Edie's office. Suzanne is additionally utilizing the computer lab in Library 121 this summer as well as a second conference room.
- *Palmquist Collection.* Work on this collection of photograph negatives is proceeding in Library 306 where the workstation has been set up with light table and scanner and the boxes of negatives and associated reference books can be left in place. The work process involves a student (first Stefani Baldivia, currently Katie LaSala) doing initial data input, reviewed and augmented in batch by Edie.
- *Boyle Collection.* Metadata for this collection of photograph negatives was entered by a grant-funded research assistant (Rebekka Knierim) into the Humco Photos database using either the computer in the Humboldt Room or in 306, depending on scheduling compatibility with the Palmquist work. A second, intense segment of work correlating the vendor-produced scans with the database was accomplished in 306.
- *Genzoli Collection.* A student intern (Briannon Fraley) created metadata for the Indian portion of the Genzoli photographs, entered it into the Humco Photos database and scanned many of the images; this was all done in 306. An MLIS intern (Shawn Bawden) spent 6 weeks in May and June processing and creating a finding aid for several other (non-photograph) series of the Genzoli Collection: this work was accomplished in a second conference room, adjacent to where Edie, the instructor of record for Shawn, was working on the McKay Collection and was thus able to supervise him adequately.
- *Archives Photos Collection.* After bringing these materials together in Library 44 for review during spring semester we have subsequently relocated them to the third floor during the summer using the study area adjacent to 303 as a staging ground as they are integrated into filing cabinets in 303, along with an additional filing cabinet's worth of new materials from Advancement/Public Affairs. Space freed up by moving theses from here to the basement has been also utilized.

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 web pages, and articles, books and presentations highlighting Humboldt Room collections.

- *Society of American Archivists.* Annual Conference, San Francisco, August 2008. (Edie attended, taking and mentoring two current HSU students and one alum, all of whom have worked in the Humboldt Room)
- *Stories a Photo Tells: Finding History in Photographic Archives.* A Presentation by Dione Armand and Joseph Wilhelm, October 2, Library Fishbowl. (Program developed by Edie and Joan, featuring Humboldt Room collections.)
- *Arcata at 150: Historical Photos.* Exhibit by Joseph Wilhelm, September 23-October 13, Library. (Facilitated by Edie, featuring Humboldt Room collections, final venue of this exhibit that was prepared for Arcata's 150th anniversary celebration; coordinated with the above presentation and attendance by several History and Geography classes.)

- *The Humboldt Bay Area, 1946-1955: A Decade of Development.* Presentation by Jerry Rohde based on Merle Shuster's aerial photographs, Humboldt County Library, December 6. (The powerpoint was subsequently added to the Humboldt Room website.)
- *Special Collections Paintings.* Exhibit of 4 paintings by Sam Swanlund from glass plate negatives by Ray Baker, December 30-January 19, Library. (Paintings donated to the Humboldt Room fall 2008.)
- *River of Renewal.* Documentary by Stephen Most, based on his book *River of Renewal, Myth and History in the Klamath Basin.* Book signing February 5, Library Fishbowl. (Facilitated by Joan, Edie and Kumi.)
- *Photos from the Valley.* HSU student intern Briannon Fraley made a very successful and inspiring presentation about the Indian photos from the Library's Genzoli Collection for tribal and community members at Hoopa Valley High, March 19, 2009. (Edie worked with Briannon to introduce her to our collections of photographs of local Indians and to process the Indian portion of the Genzoli Photograph Collection, providing her with a solid introduction to managing photograph collections, especially related to Native peoples.)
- *National Geographic Magazine, October 2009 issue on Redwoods.* (Stemming from continuing research by NGM folks in the Humboldt Room collections for this issue, Edie and Joan conceived a symposium to be held in October 2009, secured campus funding and are looking forward to a very successful event.)
- *Archives Intern from San Jose State University School of Library and Information Science master's program.* (Edie served as instructor for Shawn Bawden, May-June 2009, contributing to processing some non-photograph series in the Genzoli Collection.)
- *OCLC Western CONTENTdm Users Group meeting.* Third annual meeting, June 4-5, University of Nevada, Reno. (Joan attended, preparatory to implementing CONTENTdm, available as part of our FirstSearch subscription, and essential for uploading image collections to the California Digital Library.)
- *Contract for the institutional history book on Humboldt State signed.* Katy Tahja, with support from HSU's Advancement/Marketing & Communication office, finalized with Arcadia Publishing Co., June. (Joan brought together 15-plus boxes of photos, received over the years, but never sorted or processed, in Library 44 for Katy to work with during Spring semester, then transferred these to the 3rd floor for organization and consolidation, relying on Katie LaSala, student intern who also continues to provide research assistance for the book which will come out May 2010.)
- *Copy for Trinidad history book submitted.* Dione Armand submitted copy and photos for this book to Arcadia Publishing Co., July 15, 2009. (Joan facilitated work on this book as it interfaced directly with work on the Katie Boyle digitization grant project; some additional HSU images were also included.)

GOALS. This section reviews accomplishments of objectives from 2008-2009 where not covered above. It also provides 2009-2010 objectives.

Web access to Special Collections. 2008-2009 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.

We have concentrated on preparing and adding new finding aids for collections as they are processed to the [List of Collections](#) while developing procedures for adding to the other locations (Catalog, HDS, CSU Directory of Special Collections, CDL/OAC). Finding aids for Boyle, L.P. Hammond (partial), Herrick and several smaller collections

(Butler Valley Dam, Fort Baker/Porter Family, Save the Redwoods League-Humboldt County Group, Morris Herman Poetry), processed primarily by student interns under Edie's guidance, have been added. The Maps database is ready to go up. CONTENTdm rose to the top of the list of software choices as it became freely available to OCLC FirstSearch subscribers in June. It has been installed on the Humboldt Room computer and will be used to upload the Boyle Collection images and metadata to Calisphere this summer.

We continue to add content to the web site, but have yet to tackle a substantial revamp.

Priorities for 2009-2010: continue all of the 2008-09 objectives.

Process collections. 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.

Substantial progress has been made on the northwestern California portion of the Palmquist Negative Collection as Edie is supervising a well trained student assistant (first Stefani Baldivia and currently Katie LaSala) and adding full metadata in her review of the student's work as it appears in the Humboldt Room Photograph Database. The trip to the Beinecke Library at Yale to compare this collection with their Palmquist Collection is planned for summer 2010.

Year two of the three year project to process the McKay Papers has been very successful. Edie has worked closely with a graduate student (Suzanne Guerra) and members of the local computer users groups to recover significant data from the computer disk portion of the McKay Papers: this turns out to be an unexpectedly rich part of the collection.

The pilot project to process video archives was successfully completed by student Stefani Baldivia who was interested in the format as well as the content of the segment chosen for the pilot - the Visiting Writers Series, sponsored by the HSU English Department during the 1980s. This resulted in the migration of format to DVD and the cataloging of 26 titles, with the metadata prepared by Stef during the process of selecting and migrating the original beta and vhs tapes, coordinated with Jeremy Ketelson in Media. George was instrumental in cataloging this group as a series (Visiting writers series (Humboldt State University. Dept. of English)) and moving it forward as a project.

2009-2010 priorities include: continue processing the Palmquist and McKay collections; prepare finding aids for both collections. Complete processing the HSU Public Affairs Photo Collection and integrate this with the related collection and create a finding aid. Continue to process smaller collections as student and/or volunteer interests provide opportunities. Complete relocation of Gimbel Papers to Stanford.

Monitor cataloging of materials for Humboldt Room Collections. High priority for 2008-2009 is to clear Joan's accumulated backlog of materials requiring cataloging. Some progress was made but it remains a priority. From the other end, George has been keeping up very nicely with what I send him. Items still tend to bog down for months at the processing end, especially with regard to binding, which is an ongoing desperately unmet need.

Priorities for 2009-2010 include: clear Joan's accumulated backlog and begin to tackle Erich's leftovers, and address the binding issues.

Humboldt Room procedures and staffing. 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.

This year saw a major decrease in the number of hours the third floor service point was open and a return to staffing the service point from within the Humboldt Room, primarily as a planned way to cope with the FERP status of Bob Sathrum and the loss of his reference hours which had been almost entirely at this service point for the last couple of years, as well as the continuing decline in use of the print/micro government documents as those materials are increasingly available online. We went from a total of 42 hours/week to 32 hours in fall semester and then 27 hours in spring semester; service is also available by appointment. Bob provided several training sessions on documents and revised the associated web pages to enable reference desk staff to assume more responsibility for documents questions. Below is a chart comparing figures for the last 4 years. (The last column reflects number of searches in the Humco Photos database: 85-90% of these are consistently from off campus.)

	Reshelve	HR ref/3 rd count	Photo Searches
2008-09	5046	1518/1848	23,039
2007-08	5804	1615/2574	22,196
2006-07	5340	1525/2663	24,948
2005-06	6391	1858/2851	40,469

An increasing number of internship and/or career seekers came our way this year. We were able to provide meaningful experiences for them as well as accomplish various processing goals to increase access to Humboldt Room collections, but this of course comes with a price! Primarily, it means more of Edie's and my time is spent teaching and mentoring these folks and incredibly worthwhile and core to mission as this is, it is also time taken from processing collections; the biggest impact this year has been on Edie's work with Palmquist and McKay collections and on Joan's goals of weeding and selection for Reference, Children's Literature, and Curriculum collections. On balance, it is a very positive indication of the high value that is placed on the Humboldt Room and its collections and staff by students and faculty as well as the community. Intern/career seekers are coming to us from four identified areas:

- History 210 students and Geography 311 (more sophisticated instruction in and use of primary source materials required by faculty teaching these core courses - Suzanne Pasztor, Dakota Hamilton, Joy Adams - is bringing students into closer contact with staff and collections)
- Museum and Gallery Studies Certificate program (through Michele McCall-Wallace/Art Department, with some students from history as that certificate program is no longer being offered)
- Native American Studies students with interest in learning about and curating collections relating to indigenous peoples (through Marlon Sherman, Joe Giovanetti, Zo Devine and Marlette Grant-Jackson)
- San Jose State University MLIS program (there are about a dozen students either enrolled in or looking at that distance learning master's program living in Humboldt County currently)

Priorities for 2009-2010 include continuing all of the above.

Review the role of Special Collections gifts within the broader CSU/HSU development targets. Priorities for 2008-09 include reviewing the backlog of small gifts/donations and assessing the value of our major collections.

Glenn Mason's visit in August helped us in assessing the value of our major collections. We have begun reviewing the backlog of small gifts/donations with several of these being processed this year.

Priorities for 2009-2010 include: delete this goal and incorporate the activities into the Process Collections goal.

Develop the Northwestern California Newspaper web page and write grant applications in its support. Priority for 2008-2009 will be to find another student to work on the web page update.

We are still looking for a student seeking this opportunity!

Priority for 2009-2010 is to find such a student and/or volunteer; delete this goal and incorporate the activity into Web access to Special Collections goal.

Prepare a long-range space plan for Special Collections. Priority for 2008-2009: Develop a compelling vision statement; continue to scramble for space on a crisis basis.

Priorities for 2009-2010 include: continue this goal!