

TO: Teresa Grenot
FROM: Joan Berman
SUBJ: **SPECIAL COLLECTIONS 2011-2012**

NARRATIVE

As anticipated, 2011-12 was a rush to the finish, culminating in Edie's retirement at the end of July 2012. A major accomplishment, both personal and professional, was completion of work with the various collections related to Peter Palmquist, noted photohistorian whose major work is at Yale University, The Beinecke Library.

2010-2011 Goals accomplished included:

- Plans were made for Edie's interim retirement replacement and for the projected hiring of a full-time, 12 month, tenure-track Special Collections Librarian/Archivist in the next couple of years as Joan also approaches retirement (see **Appendix** for 2 memos on this).
- Many projects were completed with the major ones being highlighted in an exhibit and press release (see entries in the Blog and News Releases on the newly redesigned Special Collections website, available during Fall 2012).

GOALS FOR 2012-2013

- Inventory and make processing plans for collections related to University Archives, making as much as possible available for Centennial research.
- Re-evaluate location of retrospective Archives copies of theses, given the Fall 2012 campus decision to require all Master's theses and projects be entered into Humboldt Digital Scholar (HDS) and to cease requiring any print copies for the Library. It will also be an opportunity to address the long-standing space needs in the Humboldt Room.
- Investigate use of Archivists Toolkit/Archon as hosted by California Digital Library/Online Archive of California both for collections inventory and for creation of finding aids.
- Review policies and procedures relating to Special Collections operations as new staff are working in the Humboldt Room.

STATISTICS

	Reshelve	HR ref/ 3 rd count	Photo Searches	OAC Searches	Hours Open M-F
2011-12	4097		40,925		18/wk
2010-11	3695	1350/1356	31,304	109,680	22/wk (18)
2009-10	4015	1180/1110	40,503	38,812	24/wk
2008-09	5046	1518/1848	23,039	21,414	32/fall; 26/sp
2007-08	5804	1615/2574	22,196	32,064	42/wk
2006-07	5340	1525/2663	24,948	n.a.	42/wk
2005-06	6391	1858/2851	40,469	n.a.	42/wk

APPENDIX – MEMOS RE RETIREMENT AND REPLACEMENT

1. On 8/9/12 I sent email to everyone: Special Collections "Edie replacement" update and welcome to Carly Marino and check the exhibit.

Edie has retired! What are we doing now? In May, I sent this email:

"Please welcome Katie LaSala to the Library staff! Katie returns to Special Collections for 3 months this summer to fulfill the HSU Loyalty & Parent Fund grant for "Humboldt Room Centennial project support." Katie got into this Centennial mode 3 years ago when she worked (as HSU Museum & Gallery Practices Certificate Intern and Special Collections student assistant) with Katy Tahja researching photos for the book *Humboldt State University* (Arcadia 2010) and then worked with me to process the HSU Public Affairs Collection (<http://library.humboldt.edu/humco/holdings/publicaffairs.htm>). In the meantime, Katie has continued to live in Arcata, pursuing an MLIS degree from San Jose State University, via distance education, that she will complete in December 2012."

I have received permission to continue Katie's emergency hire, but on a more limited schedule of 15 hours/week through November 16, as she finishes her last semester of the MLIS program. In addition, in consultation with Teresa, we have hired from the temporary librarian pool Carly Marino, as assistant librarian with the assignment of reference librarian in the Humboldt Room, at .5 time base, from August 13, 2012 through May 15, 2013. Carly completed her MLIS degree from San Jose State in May 2012 and has been working part-time at the Clarke Museum as office manager and at the County Library under Kitty Yancheff, head of public services. She interned with Edie over the last year, processing 4 collections. In addition to covering the Humboldt Room reference desk, Carly will be working on 2 projects: evaluating the status and future of the HCC Pamphlet Collection and updating the Library Disaster Response Plan for Materials (she participated in the May 2011 Preservation Workshop at the County Library as a representative of the Clarke and is familiar with the format of the plan).

Carly will be working Monday and Tuesday, and Thursday afternoon, and Katie will be working Wed-Friday afternoons.

And do check out the exhibit in the large case on the first floor, celebrating Edie's most recent accomplishments as well as a look towards Centennial and Humboldt history. Of course the exhibit was designed and installed by a student intern, Brittany Britton! (see the news item: [Special Collections Exhibit](#))

2. And on 12/10/12 I sent email to Dean Grenot: Special Collections Edie Replacement next steps.

We've made it through five months and, as promised, I'm looking at the next bit, the 18 months to take us until we can hire a 12 month/full time tenure track Special Collections Librarian/Archivist who will then be in a position to redefine the support position(s) needed for the then initiatives of the unit. My future retirement and/or reduction in time base and/or reassignment will likely also be part of the scenario.

So far, we have been able to maintain some momentum, covering Humboldt Room reference demands while allowing me to pay some attention to additional duties outside of Special Collections, necessitated by librarian vacancies and Library priorities (including Library representative on ICC/AMP and Graduate Council, downsizing the Reference Collection towards first floor refresh, and liaison to Social Work, Anthropology, and Child Development departments and the College of Professional Studies). We've moved forward on a Library goal of updating the Disaster Response Plan for Materials, met (most of) the closing collection tasks associated with Edie's retirement (including partial processing of a large collection brought in by her during the summer), and taken on and mentored a new (Native American) student intern who is heading towards library school after she graduates in June.

In order to continue this progress, I propose the following two hires from the Librarian Temporary Pool, each for 18 months, January 2013 through June 2014, having reviewed the qualifications and ascertained the availability of the persons in question. Both hires need to include working through the summer, both to cover when I will be on leave in both years in June and to allow for some collection processing, specifically in the area of University Archives as dictated by Centennial activities. This also reflects the fact that Edie's position was 12 month and that the future Special Collections Librarian/Archivist position will be 12 month. I will be the supervisor/mentor for both positions.

- Carly Marino, at Assistant Librarian, .5 time base (or 24 hr/week if needed for other Library assignments outside of Special Collections). The goals for this position are, in addition to 9 hours/week Humboldt Room reference work: completing the Disaster Response Plan for Materials update and associated related activities; reviewing and preparing report on the Humboldt Room Pamphlet Collection; implementing recommendations from that report; revising and updating the Northwestern California Newspapers website; processing pertinent collections as user need and student intern interest dictates; implementing Archivists Toolkit/Archon as available through the California Digital Library/Online Archive of California both for inventory purposes as well as to

increase discoverability of our collections; adding content to and evaluating the Special Collections website.

- Katie LaSala, at Assistant Librarian, 1.0 time base. The goals for this position are, in addition to 9 hours/week Humboldt Room reference work: inventorying unprocessed University Archives collections (there are many!) and making processing plans for each; processing as many as possible of the University Archives collections, based on Centennial-expressed queries and judicious use of student interns; implementing Archivists Toolkit/Archon as available through the California Digital Library/Online Archive of California both for inventory purposes as well as to increase discoverability of our collections; adding content to and evaluating the Special Collections website.