

Special Collections Task Force
Minutes: Conference Call October 22, 2004

Identification of participants: Carla Summers (Chair); Dee Cael, Dean DeBolt, Megan Waters, Eileen Brady, Lucy Patrick, Mark Greenberg, Vicky Silvera.

Old Business:

Robert Shaddy presented the draft of a survey form that might be used by Special Collections repositories to record unprocessed or under-processed (or “hidden”) collections. These collections are not fully processed or not processed at all. The survey will be used eventually to better coordinate statewide efforts to process and make available these collections. There was overall support for the form and undertaking the survey as well as for including the project in the final recommendations of the Task Force. Several members suggested revisions to the survey form—including the addition of size and provisional collection numbers—which will be incorporated in the next version of the form. The “hidden collections” survey will include standard descriptive terms and will be hosted by FCLA. Further details regarding implementation are to be discussed if accepted by the CSUL directors.

Mark Greenberg then presented his “Resolution to Embed Attribution Information Into All Digitized Items Contributed to State-Wide Digitization Projects.” The resolution requests that the CSUL directors charge the appropriate committees under their control to devise and implement a way to embed attribution information into items contributed to statewide digitization projects. After a discussion of various philosophical and technical aspects of the issue, the Task Force accepted the resolution, the complete text of which will be attached to our final report. Attribution will be discussed further with members of the DPPC during the joint SCTF/DPPC meeting on November 9th (Orlando). The sentiment of the conference call was that attribution will be an option available, but not required.

It was decided by conference call attendees to hold off on discussing the next item on the Agenda—the Task Force Charge—until a later time.

New Business:

Robert Shaddy led a discussion of a document he prepared, “The Commitment to Special Collections.” Based upon an ARL text with similar intent, this manifesto urges library directors of Florida’s state universities to support Special Collections repositories at their respective institutions (e.g., through “reliable funding;” coordinated collection development and access policies; safe, sound, and secure space for holdings, etc.). An important part of the discussion related to the establishment of a percentage of the library budget that would be dedicated for Special Collections collection development. It was agreed by the participants of the conference call that an established level of support is vital to the future of Special Collections in Florida.

We then moved on to a discussion of what we hope to obtain from the joint DPPC/SCTF meeting to be held in Orlando, November 8-9. Along with the attribution issue, we will be interested in the relationship of the DPPC and the SCTF (or its successor, an established committee) with respect to the selection of materials/collections for digitization projects. We also talked about having a meeting on November 8th to discuss the charge and the final report of the Task Force.

Respectfully submitted,

Robert A. Shaddy