

## January 19, 2007

The meeting began at 10:00 with the following members present:

Flo Turcotte, UF  
Carla Summers and Liz Konzak, UCF  
Dean DeBold, UWF  
Lucy Patrick, FSU  
Cornelia Taylor, FAMU  
Dee Cael, FAU  
Eileen Brady, UNF  
Mark Greenberg, USF  
Vicki Silvera (FIU)

Mark explained that VConf is being disbanded as of Feb 1. He suggested that conference calls be handling through USF technology. Participants would call a USF number in order to participate. The group agreed to USF as the host for SCSC conference calls.

The group agreed to review minutes from the Dec. CSUL directors' meeting, as distributed by John Ingram, and to discuss issues relevant to SCSC at the Feb. conference call. Mark will redistribute John's email.

For part of the meeting, the group discussed prioritizing subcommittee goals, as finalized in the Nov. 17 minutes. Below are the goals in priority order as submitted via email to Mark prior to the meeting.

UNF

5 - Recommend uniform standards in the CSUL to describe special collections in all relevant formats.

6 - Create and make accessible in electronic format an inventory of processed and unprocessed collections throughout the CSUL.

8 - Within the CSUL, establish state-wide priorities for processing 'hidden' special collections.

4 - Develop and share strategies for engaging administrators, academics, library staff, and users throughout the CSUL to effect support for special collections.

1 - Seek additional support to provide intellectual access (process/catalog/digitize) to prioritized collections.

3 - Identify, write, and assess cooperative grant projects relevant to Special Collections.

2 - Establish a set of priorities for digitization projects by assessing demonstrated or potential internal and external use.

7 - Address the range of special collections preservation priorities throughout the CSUL and establish a statewide directory of preservation specialists, specializations, and preservation services and facilities.

#### FSU

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#### UCF

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4. Develop and share strategies for engaging administrators, academics, library staff, and

users throughout the CSUL to effect support for special collections.

1. Seek additional support to provide intellectual access (process/catalog/digitize) to prioritized collections.
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6. Address the range of special collections preservation priorities throughout the CSUL and establish a statewide directory of preservation specialists, specializations, and preservation services and facilities.

UF

4 - Recommend uniform standards in the CSUL to describe special collections in all relevant formats.

1 - Create and make accessible in electronic format an inventory of processed and unprocessed collections throughout the CSUL.

2 - Within the CSUL, establish state-wide priorities for processing 'hidden' special collections. (Comment: 1 and 2 are "linked together in our minds")

3 - Develop and share strategies for engaging administrators, academics, library staff, and users throughout the CSUL to effect support for special collections.

5 - Seek additional support to provide intellectual access

7 - Identify, write, and assess cooperative grant projects relevant to Special Collections.

6 - Establish a set of priorities for digitization projects by assessing demonstrated or potential internal and external use.

8 - Address the range of special collections preservation priorities throughout the CSUL and establish a statewide directory of preservation specialists, specializations, and preservation services and facilities. (Comment: this might be "easy to do", and thus might move up in priority as a result)

FAU

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2. Within the CSUL, establish state-wide priorities for processing hidden special collections.
8. Develop and share strategies for engaging administrators, academics, library staff, and users throughout the CSUL to effect support for special collections.
3. Seek additional support to provide intellectual access (process/catalog/digitize) to prioritized collections.
5. Identify, write, and assess cooperative grant projects relevant to Special Collections.
4. Establish a set of priorities for digitization projects by assessing demonstrated or potential internal and external use.
7. Address the range of special collections preservation priorities throughout the CSUL and establish a statewide directory of preservation specialists, specializations, and preservation services and facilities. (process/catalog/digitize) to prioritized collections.

#### USF

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7. Seek additional support to provide intellectual access (process/catalog/digitize) to prioritized collections.
6. Identify, write, and assess cooperative grant projects relevant to Special Collections.
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potential internal and external use.

4. Address the range of special collections preservation priorities throughout the CSUL and establish a statewide directory of preservation specialists, specializations, and preservation services and facilities.

Flo compiled the priorities listed above and weighted them as follows:

3. Recommend uniform standards in the CSUL to describe special collections in all relevant formats.

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2. Seek additional support to provide intellectual access (process/catalog/digitize) to prioritized collections.

5. Identify, write, and assess cooperative grant projects relevant to Special Collections.

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Dee organized the priorities in the same order and presented them as follows:

1. Create and make accessible in electronic format an inventory of processed and unprocessed collections throughout the CSUL.

2. Establish a set of priorities for digitization projects by assessing demonstrated or potential internal and external use.

2. Seek additional support to provide intellectual access (process/catalog/digitize) to prioritized collections.

3. Recommend uniform standards in the CSUL to describe special collections in all relevant formats.

4. Within the CSUL, establish state-wide priorities for processing 'hidden' special collections.

5. Develop and share strategies for engaging administrators, academics, library staff, and users throughout the CSUL to effect

support for special collections.

6. Identify, write, and assess cooperative grant projects relevant to Special Collections.

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Upon seeing the compiled rankings, Dean agreed to work with the results.

Lucy raised the issue of whether the \$75,000 could be used for purposes other than digitization. The group agreed that a precedent had been established that metadata cataloging could be included, as well as scanning work. There was some question as to whether the creation of EADs might qualify for this funding.

Following agreement to rank number one the goal to create and make accessible in electronic format an inventory of processed and unprocessed collections throughout the CSUL, the group discussed inventory criteria. The following fields were deemed worthy of consideration for the inventory spreadsheet:

Collection Title

Subject

Florida content? (Y or N)

Institution

Size by linear feet

Size by cubic feet

Process status (A=fully, B=partially C=not at all)

Finding Aid (none, text, html, EAD)

Monograph backlog (number of volumes)

Coverage Dates

Predominant Genre (digital, printed ephemera, manuscripts, images, a/v, music, objects, institutional/governmental records, university archives, personal/family papers)

On Deposit? (Y or N)

MARC Record (Y or N)

Web Presence (Y or N)

At approximately 11:20 the group agreed to continue its discussion about inventory criteria via email. Mark agreed to circulate the criteria ASAP.

The meeting ended at 11:25.