Collection Development Committee  
Meeting Summary  
October 25, 2005


Duplicates Discussion: Members of the Committee reported on discussions in their divisions regarding the questions that were posed in the September CDC meeting regarding duplicates and the nature of the Oak Street collection. PSED and CPS offered some specific guidelines for placing items in Oak Street, including ideas such as low circulation, print duplicates of items received electronically, and cancelled journal runs. The other divisions suggested that in general decisions for Oak Street needed to be left up to selector discretion and decided by the needs of the disciplines. Regarding duplicates, the Technical Services Division recommended that when dealing with reformatting of materials, we need to establish guidelines for when we keep the duplicate. At present our habit has been to always keep the original and this is not always a good decision in terms of space and general oversight of collections. SSD noted that they would welcome guidelines on making duplicates decisions that helped move us away from feeling we need to keep everything. We discussed the concept of “artifactual value” of an item, and Scott Schwartz offered to share the archivist’s definition of what that means. Tina, JoAnn and Karen had met to discuss duplicates and developed a table that demonstrates when we receive duplicates, whether these were basically acceptable or unacceptable, and what remedy if any was needed. Committee members are to take the table back to the divisions for review and feedback. Karen noted that she had discussed the issue of keeping duplicates with Paula Kaufman. Paula wishes to begin a conversation about this with the Senate Committee on the Library and asked that CDC develop a statement regarding this that she can use as a discussion document. Karen will draft a document that the CDC can develop further. Regarding the issue of sending duplicate gifts to Oak Street, the original question that initiated this discussion, the Committee is in agreement that duplicate gifts should not be sent to Oak Street. Karen will send out a note to that effect.

Retrospective Reference Collection: Jo Kibbee joined the Committee to lead a discussion on the proposal to develop a broad-ranging reference collection in the Stacks. The collection would include intermediate use reference titles that are not necessarily needed in departmental locations but should not go to Oak Street at this time. The start of the timeline for implementing the idea is January 2006 for items that would move within the Stacks area, with departmental libraries transferring into this collection in January 2007. The Committee was generally very supportive of this idea and asked to take it out to the divisions for any additional ideas and questions. Divisions need to let Jo know if they wish to participate in this.

Preservation: Because of a scheduling problem with meeting rooms, the Committee had only an hour to meet. Tom Teper submitted this written report in lieu of a verbal report:

Binding The first Voyager Bindery Preparations training was held. A total of 18 libraries have been trained to use the system, and so far, all reports to me are positive. A second training is in the works, and we hope to have that done by the end of December. So far this year, the workload down there is way down. Receipts from seventeen of the libraries
are noticeably down. I’ll be in touch with the unit heads in those units to see what we can do. Binding has also been gearing up to start binding materials are part of the CIC Journal Archive project. Conservation Unit The unit is facing some staffing problems right now with one staff member gone for about two months now. Conservation work is beginning on materials for a faculty-driven imaging project focused on the Spanish Civil War and continuing on Mendel materials form the University Archives. A joint project is beginning with the Student Life and Culture Archives and the Conservation Unit to survey the scrapbook collections within that unit and establish priorities for treating those materials. Conservation secured a small ICCMP grant to hold preservation-training sessions for ICCMP members in the late winter, early spring. These are currently being scheduled. Conservation Lab Work on finalizing the drawings and plans continues apace. We are still hoping for an opening in the spring semester. Most of the equipment has been ordered, and much of it has already been received. Negotiations are continuing with F&S to deal with the construction issues. Disaster Planning As reported last month, copies of the disaster plan are done and will be distributed to unit heads in the not-to--distant future. Members of the library's disaster response group were trained a couple months ago. Although not announced, two sessions are scheduled in December to introduce attendees to the disaster plan and provide some administrative perspective on disaster response and management. At long last, the campus-wide disaster response contract looks like it is going to make some progress. There is a final meeting with the Chancellor to get approval for going forth, but the contract is otherwise complete. Reformatting and Brittle Books The CIC-8 grant continues on schedule. Discussions are starting with members of the Humanities Division about the possibility of microfilming several publications related to the Vaudeville era and reformatting another early architectural serial. A proposal was jointly taken to EC from Preservation, DSD, and Serials to re-conceptualize and expand the reformatting program in order to better meet the preservation reformatting and access needs of our non-print resources while expanding access to the print materials that we are already reformatting. Brittle books processing continues apace. The unit has been talking with a new vendor that can provide both print and digital reformatting options. Some funding has been identified for a small pilot that we anticipate starting in December. Projects The de-acidification of monumental works within the Music Library is nearly complete after nearly two years of picking away at this collection. The Sandburg Grant continues. The first shipment of monographs for de-acidification is scheduled for the second week of November, and the conservation on these pieces is almost done. Imaging of photos is at a temporary halt due to some facilities issues in Main Library Room 1. Most of the audio material has been reformatted already and is awaiting installation of the media server for service copies. Efforts are currently underway to get the manuscript processing back on track. Tentative discussions have begun about developing a centralized environmental monitoring project between the Archives, Facilities, and Preservation.

Next meeting: November 22, 2005