Illinois History and Lincoln Collections  
New Service Model Planning Team- Collections Subgroup  

Meeting Minutes  
April 15, 2013

Present: John Hoffmann, Jenny Johnson, Betsy Kruger, Lisa Romero

At the April 8 Subcommittee meeting, the group toured the IHLC collection. At this meeting, we discussed how much of the collection needed processing (existing materials and prospective future acquisitions). There is valuable material still not processed and many of the collections are still being added to.

The partially or unprocessed materials include: manuscripts, still images, prints and photographs, realia, moving images and maps.

A major concern of the entire Planning Group is to insure that the unprocessed or partially processed materials are processed so that 1) more users are aware of the IHLC Library and its strengths and 2) have access to its collections. To insure that this important detail is addressed, the subgroup agreed that it needs to first, determine how much of the collection is partially or unprocessed and second, communicate to the Library Administration/Library Executive Committee the necessity of processing the materials.

The subgroup spent the remainder of the meeting identifying which materials needed processing. Then, Betsy Kruger and Lisa Romero will meet to measure and tabulate the unprocessed materials.

Lisa will also contact Bill Maher and Chris Prom for any insight and guidelines they can provide in documenting the partially or unprocessed materials.

John agreed to draft a paragraph that will describe the nature of the partially or unprocessed materials, justifying their importance to researchers.

Many of the finding guides or inventories of materials are on 5 ¼ or 3 ½ inch floppy discs. It was agreed that we need to find out if this information can be reformatted so that it can be easily accessible and stored on the g: drive.

IHLC contains a small collection of non-print A/V materials. Many of the items are in older formats. On April 15 at 1:00pm, Lisa, John, and Jenny will meet with Kyle Rimkus and Josh Harris from Library Preservation to examine the IHLC non-print collection and discuss the options for making this part of the collection more assessable.