

Memo

To: Randy Olsen, University Librarian
Scott Duvall, Assistant University Librarian for Special Collections
Scott Eldredge, Digital Imaging

CC: Doug Bates, BYU-Hawaii Library Director
Martin Raish, BYU-Idaho Library Director
Brian Roberts, Process Improvement Specialist, HBLL
Bill Lund, Dept. Chair, Library Information Systems, HBLL

From: Brad Westwood, L. Tom Perry Special Collections Department Chair
Gordon Daines, Brigham Young University Archivist
Mark Pollei, Conservation Department Chair

Date: 2/11/2005

Re: Recommendations for CES Universities Special Collections based on a trip to BYU-Hawaii (12 January to 18 January 2005)

Since 2001 we have worked closely with our sister institutions at Brigham Young University-Idaho and Brigham Young University-Hawaii in an effort to correlate special collections activities. These recommendations are related to the effort to streamline our policies and procedures in order to work more cooperatively. Brad Westwood, Gordon Daines and Mark Pollei would like to meet with the three of you to discuss these recommendations as well as how to implement them. These recommendations address four specific areas: Archives and Special Collections, Records and Information Management, Preservation of Audio-Visual Materials, and rare book and manuscript conservation.

Archives and Special Collections

1. Best practices need to be followed in establishing procedural methods for accomplishing basic tasks related to the management of materials in Archives and Special Collections. BYU-Hawaii is moving in this direction, however, much work is still needed. The L. Tom Perry Special Collections has created a Processing Guide to guide activities related to manuscript collections. We have taken steps to have this guide adopted by BYU-Idaho and BYU-Hawaii. We also recommend that the workflow established at BYU-Provo be adopted by our sister institutions. We have met frequently with both BYU-Hawaii and BYU-Idaho and all three Special Collection libraries (and library directors) have endorsed the idea of common policies and workflow procedures.
2. The archivists at BYU-Hawaii and BYU-Idaho need to be provided training opportunities with archivists from the L. Tom Perry Special Collections. These training opportunities need to occur in Provo as well as Laie and Rexburg. The BYU-H archivist will be on the mainland in May and it is recommended that he come to Provo for more training. Additional training and correlation can also occur during the biannual CES meeting.
3. Archives and Special Collections at all three institutions need to make their manuscript finding aids available online as soon as possible. This includes coding them for display on the internet. Brigham Young University and BYU-Idaho are already following this procedure. The archivist at BYU-H has committed to have 10 finding aids to be coded by March 2005. The next step for all three Special Collections is the preparation of metadata sets that can be used by all Special Collection units. The Harold B. Lee Library, the Digital Preservation Committee, and the L. Tom Perry Special Collections will produce these metadata templates in 2005. In

2005-2006, each Special Collection will also begin sample new collections using a CES Universities Content DM page, which will be launched in 2005.

4. Archives and Special Collections need to exercise care when engaging in retrospective work. We recommend that procedures be put in place and have time to function adequately before any full-scale retrospective work is performed.
5. Archives and Special Collections should not digitize material unless it is cataloged. Large collections need to have finding aids as well as catalog records before digitization. We recommend that all digital collections be cataloged and/or include an EAD finding aid that will allow links to the digital image from the catalog and the finding aid.
6. Archives and Special Collections need to be involved when museum concepts are discussed on the different campuses. Specifically, BYU-Hawaii is planning a museum in conjunction with the Polynesian Cultural Center. Special Collection policies, including collection and loan policies, must be in place to assist the library in defining what materials are transferred and can be loaned to the museum.

Records and Information Management

1. We recommend that each campus creates a University Records Committee. The following individuals should be considered for membership on the committee: Head of Information Technology, General Counsel, University Archivist, University Records Manager, Head of Risk Management, President's Designee, and the University Librarian. Other members should be added according to each university administration's needs. This committee will be responsible for all records issues on campus regardless of record format.
2. The three campuses should cooperate in efforts to deal with electronic records. The policies regarding records to apply to all electronic formats, however, the means for handling and preserving electronic records is different than paper based records.
3. A committee should be established to correlate the work of the three campus Records Committees and to create a CES University Information and Records Retention Schedule. Strong leadership from Brigham Young University-Provo Records Management is essential here.
4. Offsite storage for Records Management and Archives material should be investigated—including a joint facility for Brigham Young University and BYU-Idaho. Any proposed office site storage should include university records and large manuscript collection storage.
5. Records and Information Management programs should be periodically reviewed by the University Records Committees. The program being established BYU-Hawaii should be reviewed and their Archives and Special Collections personnel should be more proactive in setting up this program.
6. Preservation microfilming remains an important tool for preserving materials and should be maintained on at least one of the three campuses. BYU-Hawaii plans to discontinue preservation microfilming sometime in Spring 2005.

Preservation of Audio-Visual Materials

1. The preservation of audio-visual materials should involve the following steps at all three institutions:

During our visit to Hawaii we spent an afternoon developing a plan for BYU-H A/V materials that should also be applied to the other sister institutions. This retreat included all major A/V interest on campus, including Doug Bates, BYU-H Library Director.

- a. A Preservation Survey should be commissioned to determine what problems exist and to suggest potential solutions to those problems.
 - b. An Inventory should be done to identify what materials exist.
 - c. Determinations on preservation should be based on the institution's collection policy. Collection policies should be revised and amended relating to A/V materials.
 - d. Resources should be allocated for preservation based on a multi-level matrix. BYU-H curator Matthew Kester is developing one.
 - e. A workflow should be established to handle materials in a consistent manner.
 - f. Results should be continuously evaluated.
 - g. Educate clients about the preservation process.
 - h. Test video transfer to digital. This began with funds allocated by the CES universities in January 2005.
 - i. Other digital archives are enclosed with archive copies being transferred.
2. Digitization of audio-visual materials should only be done when the goal is to improve access to materials. Other more long-term solutions should be examined before opting to digitize materials if the goal is preservation rather than access.

Conservation

1. Following the recommendations of the CES directives to cooperate and combine functions, we recommend that the services of BYU-Provo be systematically made available to the other CES university libraries through the Conservation Diagnostic Committee process which sets priorities for all conservation work and determines suitable conservation measures based on professional opinion on values and patron use. This monthly meeting includes subject specialist and conservators.
2. We also recommend that the preservations planning now being performed at Brigham Young University-Provo include at least biannually meeting of all three libraries via teleconferencing.