

University Archives Committee Report 2012-2013

I. Function

The function of the University Archives Committee is to determine policies governing the control and use of the University Archives and Records Management Services.

II. 2012-2013 Activities

The University Archives Committee met twice during 2012/2013. The Committee and the Archives still plan to send a survey to department chairs and administrators about current retention practices for course syllabi.

III. Current Issues or Concerns

The archives continued to increase its use of social media, including Twitter, Tumblr, Flickr, and YouTube. This has led to increased visibility and business for the Archives.

The Images/Media Archivist has continued to work with the film collection in the Archives. We are digitizing films and putting clips up on our site or youtube. The images/media archivist and director showed clips of campus films from the 1920s through 1970s at a very well attended Friends of the Library event. Much remains to be done in terms of preserving, digitizing, and publicizing our film collection, but we are making headway.

While the Archives continues to do oral histories, there are far more people we could interview than we have the resources to do, and that is a continuing concern. All 1300+ oral histories have been digitized, but we continue to work on changing indexes from tape numbers to digital time stamps.

The university records officer continues to work on new records schedules for campus and review records schedules which have sunset. We will be looking at software packages that could help her with these tasks.

IV. Future Issues

The Archives houses many audio and video tapes in a variety of formats, and a large collection of transcription disks. We would need outside money to do much with these collections, and we will be exploring possibilities with the new director of development for campus libraries at the UW Foundation.

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A major concern is how to deal with archival material in electronic form, including email. The Archives is starting to get email and other electronic items from faculty and administrators. How to ingest that information, save it, search it, and present it to the public is a major concern.

We have found from talking to students and faculty, particularly in a CALS class on the history of major professors and discoveries in that college, that we need better subject access to our collections. Having more of our finding aids in EAD (encoded archival description) would help, but again that takes people and time. We may explore the possibility of the limited term employee or project person to help with encoding our finding aids.

V. Summary/Recommendations

The Committee and the University Archives still intends to do a survey about retention of syllabi by campus units. The Archives will continue to digitize and publicize materials from our collections. We will look at ways to increase the amount and simplify the process of ingesting electronic records into the Archives, and we will continue to find ways to bring issues around electronic records to the attention of the campus community.

VI. University Archives Committee, 2012-13 Membership

Faculty

Catherine Smith, SLIS
Robin Valenza, English
Peter Vranas (chair), Philosophy

Academic Staff

Ruth Olson, CSUMC

Ex officio

Laurie Mayberry, Provost and Vice Chancellor for Academic Affairs designee
David Null, University Archives
Andrea Poehling, Secretary of the Faculty
Donna Silver, Secretary of the Academic Staff

Named Members

Matthew Blessing, Wisconsin Historical Society
Jeanette Casey, General Library System
Cynthia Jasper, SoHE, University Library Committee liaison